



Jim Hurst
Chair

Doug Albin
Vice Chair

Richard Shoemaker
Commissioner

Dan Platt
Commissioner

Grant Downie
Commissioner

Anna Neumann
Harbormaster

Request for Qualifications

Interested parties should submit CV to the Noyo Harbor District office by March 25th 2024. CV's can be emailed to noyohd@yahoo.com or mailed to Noyo Harbor District, 19101 S. Harbor Drive, Fort Bragg, CA 95437

The Noyo Harbor District is seeking help in financial matters. They are requesting qualifications for individuals or firms that can handle the following workloads:

- QuickBooks
 - Pay vendors
 - Entering deposits
 - Running monthly reports for Harbormaster and Noyo Harbor District Commission
- Payroll
 - Running payroll for all employees
 - Printing quarterly 941 for recordkeeping
- Grant Administration
 - General finances record keeping
 - Work with Harbormaster to ensure invoices for grant programs is accurate and reports are complete.
 - Ensure employee hours are correctly reimbursed for grant programs
- Attend meeting with the Harbormaster as required when they relate to financial matters
- Attend Noyo Harbor District Commission meeting when required to discuss financial matters
- Suggest and implement updates in financial matters to Harbormaster and Noyo Harbor District Commissioners
- Prepare annual budgets
 - Work with the Harbormaster, Marina Manager and Budget Ad Hoc to develop the annual budget for the Noyo Harbo District
 - Work with auditor to complete annual audits

Skills Require:

Experience with QuickBooks.

Experience in program management.

Understanding of grant funds and how they are managed.

Attention to detail.