

Cal Poly Humboldt Sponsored Programs Foundation

Job Announcement

This is not a state position

Job Title: Financial Coordinator

Location: Arcata, CA

Status: Full-Time | 12 Months per Year

Compensation: \$25 - \$30 per hour, DOE

Program: Northern California Small Business Development Center (NorCal SBDC)

Reports to: Finance Director - Federal

GENERAL INFORMATION:

This position is located in Arcata, CA and remotely supports multiple Small Business Development Centers. SBDC centers are part of the Northern California SBDC Network, hosted by Cal Poly Humboldt Sponsored Programs Foundation, and funded through the U.S. Small Business Administration (SBA), California Governor's Office of Economic Development (GO-Biz), and other public and private sources.

NorCal SBDC serve a pivotal role in the region's economic development ecosystem, supporting entrepreneurs and growing companies throughout 36 counties in Northern California. The program delivers high-impact 1:1 advising, access to capital assistance, strategic resources, and targeted training programs—annually serving more than 12,000 small business advising clients.

POSITION OVERVIEW:

The NorCal SBDC is seeking a dedicated and organized Financial Coordinator to help process payables for our network. The Financial Coordinator executes accurate processing of employee reimbursements, contractor invoices, procurement card reconciliations, and other payables. The work performed by this position allows the Finance Directors to fulfill financial reporting requirements to Federal, State, and Local funders accurately and timely, and for Center Directors to focus on external engagement, partnerships, and strategic growth by alleviating administrative burdens. This position will assist with AP & AR activities across the NorCal SBDC network. The ideal candidate is detail-oriented and collaborative, with strong analytical skills, familiarity with business office functions, and the ability to manage multiple priorities in a fast-paced, grant-funded environment. This position thrives individually and in a team environment.

KEY RESPONSIBILITIES

Financial Administration

- Process payables across all funding sources, including travel reimbursements, contractor payments, and procurement card reconciliations, in accordance with corresponding regulations
- Process and track Information Technology Acquisition Reviews (ITARs) for technology-related purchases in-line with Cal Poly Humboldt's institutional policies
- Maintain organized records for invoices & expenses

Grant Administration

- Assist with budget proposals & modifications for major state & federal awards
- Assist with funder audits of the NorCal SBDC network
- Assist with the preparation of financial reporting components

Communications & Support

- Support and coordinate with key administrative staff to process payables
- Participate in weekly Finance Team meetings
- Co-moderate bi-weekly regional Finance Team office hours
- Attend monthly SBDC National Finance Director meetings when capacity allows

Other Duties

- Provide general office and operational support as needed
- Perform other related duties in support of NorCal SBDC mission and objectives

KNOWLEDGE, SKILLS & ATTRIBUTES

The ideal candidate brings:

- Prior experience maintaining fiscal records & familiarity with accounting principles & practices, strong administrative, organizational, and time-management skills with the ability to meet deadlines in a fast-paced environment
- Excellent written and verbal communication abilities
- Proficiency with Microsoft Office, Google Workspace, video conferencing software and database systems
- Ability to handle sensitive information and exercise sound professional judgment

PREFERRED QUALIFICATIONS

Preference will be given to candidates who demonstrate the following:

- A bachelor's degree in business, accounting, economics, or a closely related field; or an equivalent combination of education and experience.
- Two years or more experience working as an administrative support in AP/AR/Accounting departments, or another similar environment
- Prior experience working within the business community, economic development programs, universities, grant-funded organizations and/or small business ownership.

MINIMUM QUALIFICATIONS

- At least one year of administrative or program support experience.
- Proficiency with office productivity tools and database systems.
- Ability to manage multiple priorities with attention to detail.

APPLICATION PROCESS

Qualified applicants should submit the following items via email to careers@norcalsbdc.org

1. Cover letter
2. Résumé
3. Three *professional* reference contacts
4. [Cal Poly Humboldt SPF Employee Information Form for Applicants](#)

Position will remain open until filled. Apply before Friday, August 28, 2026 5pm to be included in the first round of application reviews.

ADDITIONAL INFORMATION

This position may require occasional travel throughout Northern California and occasional evening and weekend commitments. A competitive benefits package is offered, including retirement, health, dental, and vision coverage.

While long-term continuation is anticipated, all NorCal SBDC positions are contingent upon continued state and federal funding. This is not a state or federal position.

Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about Cal Poly Humboldt SPF's Equal Employment Opportunity hiring can be found [here](#).

SPF adheres to the policy of employment at will, which permits the employer or the employee to end the employment relationship at any time, for any reason, with or without cause or notice as permissible by law. No SPF representative other than the Executive Director may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Maintaining eligibility to work in the United States is a condition of employment. Cal Poly Humboldt Sponsored Programs Foundation does not sponsor visas for staff, management, or temporary positions.

For assistance with the application process, please submit an Accommodation Request Form, which can be [found here](#) or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at <https://disability.humboldt.edu/>. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within Cal Poly Humboldt SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Humboldt SPF employees who apply for this position. Background checks will be conducted only after a conditional offer of employment and in compliance with California Fair Chance laws.