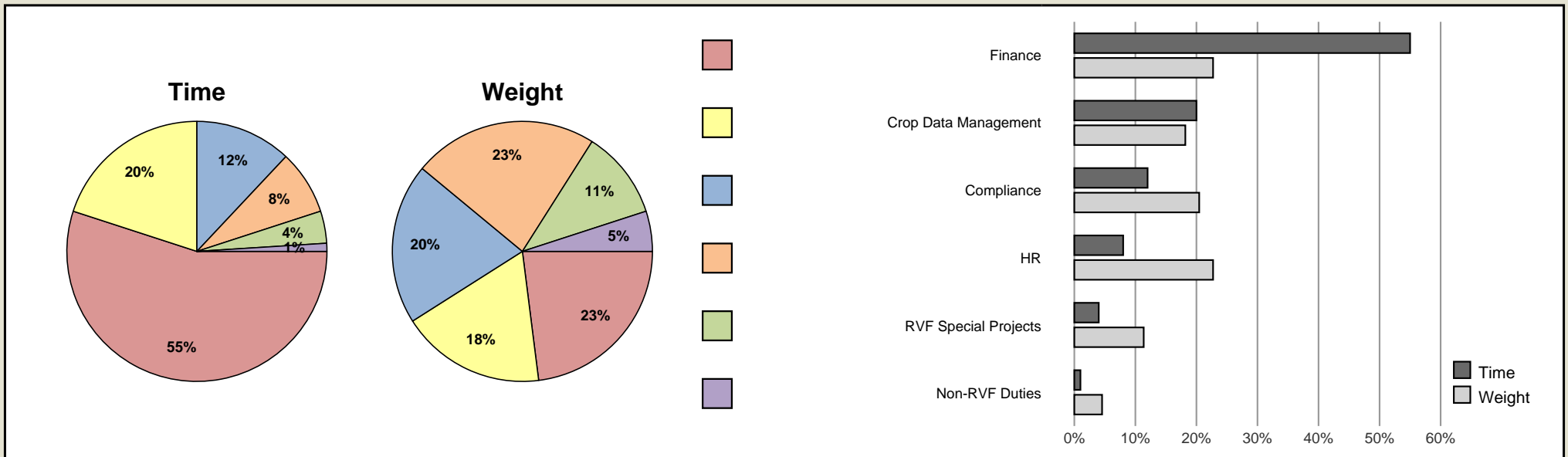


Name: Hillary	Company: River Vista Farms	Prepared by:
Title: Office Manager	Department:	Purpose: Position Analysis
Job Summary: Interface between financials and operations. Ensure compliance with state and federal regulations. Manage HR and documentation.		



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Date: 09/23/2022



55% Finance			20% Crop Data Management			12% Compliance		
6%	Tax Prep	10%	2%	Maps & Details	10%	4%	Use Reporting	30%
14%	Budgeting, Projections, Historicals	26%	12%	Summaries & Projections	60%	2%	Trainings & Reports	15%
30%	AP/AR & Reconciliations	55%	0%	Vendor Compliance	2%	2%	Water, Soil, & Food Safety Programs	20%
3%	Internal Audits	5%	1%	Leases & Landlords	3%	4%	Safety	30%
1%	Records Management	2%	4%	Crop Insurance & FSA	20%	1%	Data	5%
1%	Program Payments	2%	1%	County Permits	5%			

8% HR			4% RVF Special Projects			1% Non-RVF Duties		
4%	Payroll & Taxes	50%	2%	Fleet Management	50%	0%	CSC	25%
0%	Benefits	5%	0%	Parts Runs	5%	0%	WAY/KMY Finance	10%
0%	Employee Illness & Injury	2%	0%	PG&E/Solar	10%	1%	Special projects, volunteer (volun-told), committees	65%
1%	Employee Relations	10%	1%	Requested Financial Analysis	20%			
2%	H2A Admin.	30%	1%	Someone's IMMEDIATE need or want (beck & call)	13%			
0%	Tech Support	3%	0%	WAY SIBLINGS Extra Needs	2%			