



### Position Description

**Position:** Financial Manager

**Pay:** Part-time, hourly, non-exempt; \$18-22/hr based on qualifications and experience

**Benefits:** Paid sick, vacation, and holidays based on hours worked. Health benefit after 60 day waiting period is 50% cost shared. 401(k) plan after 6 month waiting period.

**Duration:** Ongoing (All positions grant funding dependent).

**Work Schedule:** 3/5 FTE approximately 24 hours/week. Schedule somewhat flexible, mainly weekdays, hours may vary seasonally.

**Location:** Mapleton office with remote/work-from-home available

**Title of Supervisor:** Executive Director

#### **Siuslaw Watershed Council Mission Statement:**

The Siuslaw Watershed Council (SWC) supports sound economic, social and environmental uses of natural and human resources in the Siuslaw River Basin and Coastal Lakes. The Council encourages cooperation among public and private watershed entities to promote awareness and understanding of watershed functions by adopting and implementing a total watershed approach to natural resource management and production.

#### **Summary of the Position:**

Under the general direction of the Executive Director, the Financial Manager is responsible for the day-to-day management of the organization's financial activities and provides general office support. This includes, but is not limited to, budget analysis, implementing day to day financial activities, tracking project finances, creating reports, maintaining cash flow, and managing systems related to the organization's finances.

#### **Job Duties:**

- Manage financial activities and documentation of the organization including leased payroll, accounts receivable, accounts payable and general ledger entries.
- Maintains accurate records in QuickBooks, assuring compliance with GAAP, A-133 and grant requirements.
- Assure accuracy and accountability in how payments are authorized and processed for all projects and personnel expenses.
- Assure accuracy of leased employee wage and benefit expense allocations.
- Work with Executive Director and Treasurer to produce budget projections for operations, programs, and salaries and benefits.
- Communicate with funding agencies as needed to verify financial information and to assure compliance with funding requirements.
- Respond to requests for financial information from funders.

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- Create spreadsheets and financial reports for project managers; assist with budgets and financial data needed for grant applications.
- Attend meetings with various project contacts as needed (occasional).
- Monitor multiple project accounts, tracking income, expenses and cash flow.
- Assure timely cash flow for all projects.
- Prepare and submit fund releases according to varying grant and/or project work assuring that requirements have been met.
- Ensure compliance with project agreements, GAAP, potentially A-133, and any other financial requirements.
- Accurately track and monitor Annual Budget and provide regular reports to the Executive Director and Board of Directors.
- Reconcile all cash accounts monthly and research outstanding items.
- Generate monthly financial statements for review by Executive Director, Treasurer, and Board of Directors.
- Review and update financial policies annually.
- Serve as liaison for financial statement annual review or audit, meeting with reviewer or auditor to provide information and reviewing draft audit or review and adjustments for errors or omissions. Assure that final audit or review is distributed to required agencies.
- Ensure annual completion of 990 and CT-12.
- Coordinate and perform administrative support functions for the Council, including filing, ordering of supplies, and records maintenance.
- Provide general office management, including IT assistance.
- Accurately maintain database to track all members, donors, volunteers, and participants. Lead the database transition process.
- Assist Executive Director in development and distribution of materials for the Board of Directors.
- Assist with the preparation for monthly Watershed Gatherings and others as requested.
- Other duties as assigned.

**Minimum Knowledge, Skill and Ability:**

- Full accrual and cash accounting experience, generating financial reports and working with financial statements.
- Acute attention to detail and accuracy.
- Skilled in use of multiple computer programs, must have experience with QuickBooks, Word & Excel.
- Good organizational skills; ability to be detail oriented while understanding the larger picture.
- Excellent written and verbal communication skills; ability to clearly communicate complex financial information to different audiences.
- Ability to track and meet a variety of deadlines.
- Ability to accomplish tasks independently with minimal supervision.
- Ability to work cooperatively in a small office utilizing a team approach.

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- Related Four year college degree preferred.
- Three plus years of accounting experience in a similar role.
- Three plus years of management experience, preferably in a financial or office position.
- Experience with nonprofit accounting, fund accounting, or project accounting is preferred.
- Grants and contract management, including direct and indirect cost methods, is preferred.
- English usage, spelling, grammar, and punctuation.

**Physical Requirements and Working Conditions:**

- Requires vision (which may be corrected) to read small print
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Performs lifting, pushing and/or pulling which may be up to 25 lbs and is an infrequent aspect of the job
- Subject to inside environmental conditions
- May be required to work at a video display terminal for prolonged periods
- May be required to occasionally work evening hours.

**Application:**

To apply, send a cover letter, résumé, and names with contact information for three references, including a recent past supervisor, to [jobinfo@siuslaw.org](mailto:jobinfo@siuslaw.org). Position open until filled.

Questions may be directed to Mizu Burruss, Council Executive Director, at [coordinator@siuslaw.org](mailto:coordinator@siuslaw.org), no phone calls, please.

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