

Financial Manager

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.

Job Summary

- 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

Requirements

- 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.
- Excellent written and verbal communication skills; ability to clearly communicate complex financial information to different audiences.
- Experience with nonprofit accounting, fund accounting, or project accounting is preferred.
- Grants and contract management, including direct and indirect cost methods, is preferred.

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.
- 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).

Schedule

- Approximately 32 hours/week. Flexible Schedule, mainly weekdays, hours may vary seasonally

Rate of Pay

- Hourly, non-exempt; \$25-27/hour based on qualifications and experience.