



Job Title: Financial and Office Manager

Reports To: Executive Director

At-Will, Non-exempt Position

Starting wage rate: \$23.60 to 30.38/hour, depending on experience

Benefits: Benefits include paid vacation, holidays, sick leave, retirement plan, and medical and dental insurance.

The Coos Watershed Association (Association) is seeking a **Financial and Office Manager** to join the team!

The Association is seeking a qualified professional to join our dynamic team and fill the position of Financial and Office Manager. This is an at-will, full-time (min 35 hours/week), hourly, non-exempt position with benefits. The Coos Watershed Association is an Equal Employment Opportunity (EEO) provider.

About the Association:

The Coos Watershed Association (Association) is a 501(c)3 nonprofit that was established in 1994 by a diverse group of stakeholders with a mission to; support environmental integrity and economic stability within the Coos watershed by increasing community capacity to develop, test, promote, and implement management practices in the interests of watershed health. The Association is governed by a Board of Directors and managed by the Executive Director. To learn more about our work please visit our website: www.cooswatershed.org.

Why this Job:

This is your chance to be a part of an organization focused on the betterment of the community. The Association creates a local, nongovernmental network and funding resources so that landowners can easily communicate their issues and opportunities and explore ideas and techniques for land management and watershed health.

The Association takes pride in our commitment to diversity and inclusion of our diverse team of program staff. We embrace and value differences in our culture, education, experience, physical ability, and unique perspectives in our workplace. We invite applications from qualified candidates who share our commitment to serving our community.

Position Summary: The Financial and Office Manager is responsible for utilizing accrual-based accounting to manage the Association's financial transactions and associated documentation, including managing the financial component of 75 plus grants (foundation, state and federal), the Association's federally negotiated indirect cost rate and working with the Executive Director on overall administrative effectiveness. The Association's budget typically fluctuates between \$1.5 and \$4 million annually. This position works independently and under the direct supervision of the Executive Director.

Essential functions: the essential functions of this position require prioritizing and completing all assigned tasks in a timely and efficient manner, adjusting for changing priorities and availability of resources, and demonstrating initiative in identifying future project opportunities. These duties are a representative example of position expectations, actual duties assigned may vary, and change depending on funding and Association needs.

Essential Functions	% of time
Provide general Finance Manager support including but not limited to: <ul style="list-style-type: none"> • Payroll, including gathering and entering data into QuickBooks. • Accounts Payable, including processing, mailing, and filing invoices. • Reconcile Bank Statements and credit card bills. • File quarterly tax reports, in addition to monthly and quarterly financial reports for the Executive Director and Finance Committee. • Work with staff to manage the financial component of grants and complete all financial reporting, tracking, and reimbursement duties. • Assist with the preparation of the annual Audit with the support of the Executive Director and Finance Committee. • Complete the Association’s Federally Negotiated Indirect Cost Rate application and manage the negotiated rate. • Coordinate insurance renewals, claims, and documentation for grant-related projects. 	70%
Provide general Office Manager support including but not limited to: <ul style="list-style-type: none"> • Greet and direct people onsite. • Stock and order office supplies • Route e-mail and physical mail • Process new hire paperwork, and maintain personnel documentation, and employee benefits. 	20%
Provide general support to the Executive Director and Board of Directors including but not limited to: <ul style="list-style-type: none"> • Annual fundraiser and donor letters • Help prepare, document, and file Board and Committee agendas, minutes, and background documents as necessary. Assist board committees and Executive Director in planning and executing the annual meeting and board retreat. • Comply with the Association’s Financial Policy and help ensure staff are doing the same. Recommend changes to strengthen the Association's internal controls to Finance Committee and Executive Director as needed. 	10%
General Requirements: <ul style="list-style-type: none"> • Build and maintain collaborative relationships with landowners, community members, funders, agencies, and other partners. Contribute to outreach activities as requested. • Create an inclusive work environment, that contributes to a positive workplace. • Communicate respectfully and effectively with other staff, supervisors, board members, and partners. • Maintain a team player mentality and pitch in to ensure all aspects of the Association’s work are successful. • Perform other duties as assigned 	

Minimum Qualifications: Any equivalent combination of education and experience which provides the knowledge, skills, and abilities required to perform the job. Education and coursework can substitute for years of experience. Typical qualifications would be:

Education:

- Associate degree in accounting or business administration or a high school diploma with 5 years of bookkeeping experience.

Professional Experience:

- Computer literate in QuickBooks, and MS Office applications including working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, and MS Project) preferred.
- At least 3 years of bookkeeping experience, accounting expertise preferred.
- Demonstrated experience working with non-profit groups including organizational development, grant and financial management, supporting the Board of Directors, and overseeing office function.
- Excellent written and verbal communication skills with a wide range of individuals (other staff, partners, private landowners, farmers, volunteers, funders, and local community members).
- Problem-solving, decision-making skills, and the ability to work independently with attention to detail.
- Ability to work independently and as part of a team.
- A positive attitude with a flexible approach to work and willingness to work with others, solve complex problems, and take on new projects and tasks as needed.
- Valid driver's license required and use of a personally insured vehicle for travel.
- Ability to manage short and long-term projects and tasks in a highly dynamic work environment.

Supervision: The Financial Office Manager reports directly to the Executive Director. This position does not supervise others.

Working Conditions: The Association's office is generally open during normal business hours of 8:00 a.m. to 4:00 p.m., Monday through Friday, although our work hours span from 7:00 a.m. to 5:30 p.m., and may include nights and weekends, with some schedule flexibility available with approval. Employees' presence may be required at designated internal and external meetings even if they fall outside your normal workday schedule. Equipment utilized includes standard office equipment including personal computers, with job-specific software and peripherals. Much of your time will be spent on the computer and phone.

How to Apply:

Submit a cover letter (including start date availability), résumé, and contact information for three references to hlutz@cooswatershed.org. Review of applications will begin as they are received.

Application Deadline: **Wednesday, September 13th by 2 pm.**

Interviews: Interviews will be scheduled as applications are received. If not scheduled prior, interviews will occur September 18th – 28th in person (300 Central Ave, Coos Bay) or via Zoom.

The Association is an Affirmative Action/ Equal Employment Opportunity Employer.