



## Job Announcement Fiscal Manager

**Closing date:**

*Starting Date:*

**Open until filled**

*Monday, October 13, or soon after*

### **To Apply:**

- Official applications must be sent in two forms – 1) hardcopy mailed to: LTWC, 751 S. Danebo Ave. Eugene, OR 97402, **and** 2) electronic, PDF preferred, emailed to [apply@longtom.org](mailto:apply@longtom.org).
- Both applications must be received by 5:00 p.m. sharp on due date.  
*Please note that an application only sent by email will not be considered.*

**Please send application materials by mail, and include as attachments (not in body of email), the following:**

- Resume** - please include email and phone in the heading.
- Professional references** – at least 3 - contact information, including phone number.
- Cover letter** of 2 pages or less, 12 point font, 1” margin, that includes:
  1. Highlights of your knowledge and skills, including the depth and quality of your capabilities and how you gained that experience;
  2. How long you have worked in QuickBooks, any reviews or audits you have been through, and your experience with nonprofit accounting;
  3. The techniques you’d use to be successful in this job.

### **Interviews Process & Security Clearance**

Please note the interview process will likely include: a phone interview, a panel interview, and a skills test. Please note there will be a background clearance check due to our presence in a partnership office with the federal government.

**Thank you for your interest, and for taking your valuable time to apply with us.**

Rob Hoshaw

Operations Manager

541-338-7060



## Long Tom Watershed Council **Position Description: Fiscal Manager**

**Position Title:** Fiscal Manager  
**Reports to:** Operations Manager  
**Status:** Part time, hourly  
**Compensation:** \$16-20/hour starting wage DOE; benefits include health insurance, 401K plan match, PTO, flexible hours.

### **Background**

The Long Tom Watershed Council (LTWC) is a tax-exempt nonprofit organization serving the Long Tom River Watershed and Upper Willamette Watershed areas in Lane and Benton Counties since 1998. This area is approximately 450 square miles, mostly in private ownership, and incorporates a majority of Eugene, Oregon. The Council was formed in 1998 in response to a call for local voluntary water quality and habitat restoration action as part of the Oregon Plan for Salmon and Watersheds, and has flourished ever since. Our mission is to *serve to improve water quality and watershed condition in the Long Tom River basin through education, coordination, consultation, and cooperation among all interests, using the collective wisdom and voluntary action of our community members.* LTWC's work and staff have won state and international awards.

The Council is guided by a diverse Board of Directors (Board), and has in place key committees and over 100 volunteers. Geography includes the Long Tom River Watershed as well as the upper Willamette River mainstem and lands draining to it. Active programs include: Fish & Wildlife Habitat Restoration, Watershed Stakeholder Education & Involvement Program, and the Urban Water & Wildlife Program. The Council's accomplishments include scientific reports on stream health and water quality, over 70 restoration projects, 15 years of stakeholder collaboration and learning, and the involvement and contributions of over 1,400 people from every perspective in the watershed.

The Council's operating budget is approximately \$400,000, and the annual budget ranges from \$750,000 - \$1.25M, depending on the amount of capital projects in any given year. Paid staff is approximately 5.0 FTE, and includes a wonderful team of Watershed Coordinator/Executive Director (E.D.), Fisheries Biologist, Restoration Ecologist (uplands), Urban Stormwater & Restoration Specialist, Operations Manager, and a Fiscal Manager (part-time). The Fiscal Manager is part of a team, along with the Executive Director and Operations Manager, which provides comprehensive systems support to our programs and organizational development.

The Council's current Fiscal Manager is consolidating and expanding her work with our neighboring watershed council, and is available to train the new hire for LTWC. Further, there is a developing

vision of future collaboration on fiscal and other matters between the neighboring watershed councils in the area, which will provide additional opportunities for team work and advancement.

## **Position Description**

The Fiscal Manager is a valued employee who maintains a smooth cash flow for the organization and great financial relationships with our grantors and partners, pursues opportunities for financial efficiencies that support the Council's program and organizational work, and assists the Executive Director in developing and tracking the annual budget. The FM ensures the Council meets our financial obligations, including but not limited to: payment deadlines, grant reporting, and items related to our nonprofit status using effective fiscal management systems. The FM keeps detailed financial records organized and transparent.

## **Duties & Responsibilities**

- Ensure smooth flow of funds and the maximizing of resources for the organization's work.
  - Work with Executive Director to prepare budget annually by calculating balance forward, releasing and restricting various funds, estimating income and expense.
  - Establish and maintain effective working relationships with various funders and partners to meet their specific requirements.
  - Maintain and update fiscal management systems and fiscal controls.
- Complete monthly payroll; regular check runs to pay liabilities. Complete taxes and retirement contributions quarterly.
- Track and report on all financial matters and obligations.
  - Reconcile accounts and prepare accurate financial reports from QuickBooks, including Balance Sheet, Cash Flow, Profit & Loss, Budget vs Actual in various formats for the Board and Staff. Help Treasurer and Staff understand reports.
  - Track grant budget expenditures and provide accurate reports to Project Managers at least quarterly, helping them to understand budget positions and overall leading to successful accomplishment of grant obligations.
- Keep fiscal records organized, of high quality and meeting GAAP standards; provide information efficiently.
  - Prepare information for accountants and auditors as necessary; work with these professionals to ensure quality results in a cost-efficient manner.
  - Provide invoices, receipts, and other financial paperwork as needed.
  - Provide data for Annual Report.
- Other duties as assigned.

## **Minimum Qualifications Required**

- Associate's or Bachelor's degree, or equivalent, in business, accounting, finance, economics, business or public administration, or related fields.
- Minimum of 3-5 years of experience in accounting, fiscal management or general management with fiscal responsibility.

- Proficiency in QuickBooks, Microsoft Word and Excel.
- Ability to problem solve and produce accurate work in a timely manner.

### **Desired Qualifications**

- Passion for helping people to achieve clean water, and great fish and wildlife habitat!
- Ability to read and correctly interpret contracts and grant agreements; spreadsheets and budget reports; legal descriptions, regulations and guidelines.
- Experience reporting financials in various formats, spotting and correcting errors.
- Experience with budgeting, tracking budgets, spotting errors; nonprofit tax returns, audits and/or reviews, personnel finances (payroll, retirement plan accounting, other).
- Ability to communicate effectively with accountants, funders, IRS, and others in the fiscal management realm.
- Experience with nonprofit accounting including grants and contracts with state and federal agencies including federal indirect cost rate application and negotiation process.

### **Personal Qualities**

- Detail-oriented and thorough.
- Service-oriented and friendly.
- Flexibility and patience in working with multiple funders, program staff, and government agencies toward LTWC's mission.
- Excellent organizational ability and time management skills to deliver on multiple priorities and meet deadlines.

### **Job Environment**

Work will primarily be conducted in the Wetlands Partnership Office, located in west Eugene and at the Council's new Willamette Street office as necessary. The FM will arrange work hours with his/her supervisor within regular office hours of 8:30 a.m. – 5:30 p.m. Monday through Friday. Some evening and weekend work may be required; however this is rare for this position. A valid driver's license is required as well as the use of your own vehicle for work-related assignments. Mileage reimbursement is at the state rate.

### **Remuneration**

Part time will be considered approximately 20 hours per week for this position. Salary range and benefits stated above. An annual raise including merit and COLA is fairly typical. Benefits described above also include flexible scheduling, a business-casual work environment, training budget, wonderful coworkers, and growth opportunities.