



Job Announcement Fiscal Manager

Closing date: Closes December 31, 2014 or until filled

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.
- 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: 1-2 phone interviews, 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.*

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. QuickBooks is the current software used by the LTWC.

Duties & Responsibilities

- Complete all accounts payable (AP), accounts receivable (AR), and full cycle payroll (through QuickBooks as appropriate).
- Track and report on all financial matters and obligations according to GAAP standards.
- Work with Executive Director to prepare annual budget.
- Prepare information for Board, accountants and auditors as needed.
- 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 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

- Ability to read and interpret financial materials (contracts, agreements, budgets, etc).
- Experience producing, tracking, and reporting accurate financial information for grants, budgets, fiscal reviews, business tax returns, and personnel related information.
- Ability to communicate effectively with financial professionals.
- Experience with state and federal grants and contracts.
- Nonprofit experience preferred.

Personal Qualities

- Detail-oriented and thorough.
- Service-oriented and friendly.
- Flexibility and patience in working with funders, program staff, and government agencies.
- Excellent organizational and time management skills.

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. 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. Evening and weekend work may be required on rare occasions. A valid driver's license is required as well as the use of your own vehicle. Mileage reimbursement is at the state rate.

Remuneration

Part time is considered approximately 20 hours per week. Salary range and benefits stated above. Annual raise including merit and COLA. Additional benefits include flexible scheduling, a business-casual work environment, training budget, wonderful coworkers, and growth opportunities.