



Job Announcement

Fiscal Manager

Posted: December 10, 2023
Closing date: January 15, 2024, 5 p.m.

The Long Tom Watershed Council are looking for an experienced, detail-oriented person to lead the management of our financial systems.

Starting Date: Late January 2024 or later, pending availability of chosen candidate
Status: Full-time, Non-Exempt (40 hrs.)
Reports to: Executive Director
Starting Compensation **\$53,500 - \$67,550 starting salary**, depending on experience
Starting Benefits:

- Health insurance (75% of employee premium + 20% of dependents paid)
- 401(k) contribution—automatic monthly payment of **8 percent** of salary
- 10 paid holidays plus 10 days of PTO to start
- Continuing education and training are financially supported in alignment with organizational priorities
- Participation in Paid Leave Oregon

Who We Are

The Long Tom Watershed Council is a 501(c)(3) nonprofit working toward clean water and healthy habitats in the Long Tom River Watershed, the Eugene-Springfield metropolitan area of Oregon, and the adjacent Willamette River mainstem in Lane and Benton Counties, an area approximately 450 square miles, mostly held in private ownership. We work toward our mission through education and collaboration while leaning on the collective wisdom and voluntary action of our community members. The Council was formed in 1997 by a diverse group of interests in response to a call for local voluntary water quality and habitat restoration action as part of the Oregon Plan for Salmon and Watersheds. We work in both urban and rural areas, in and adjacent to streams and rivers, on commercial and industrial properties, and on rare terrestrial habitats. Our work includes implementing restoration projects with willing partners, collecting and sharing scientific data, and providing community learning opportunities. We collaborate with a broad range of partners, including private property owners, state and federal agencies, local municipalities and utilities, Tribes, NGOs, businesses, and community members from myriad interests and backgrounds. Learn more on our website at longtom.org.

Hiring Equity and Justice

Since 2018, the Council has invested significantly in exploring what diversity, equity and inclusion mean for the soul of our community, and the core of our work. At the Long Tom Watershed Council, we believe that the health of the watershed is dependent upon the contributions of all people. LTWC recognizes the disproportionate impacts that systems of oppression have on People of Color and Indigenous People. We believe the organization's strength depends on breaking down implicit, systemic inequities. We strive to create an inclusive and welcoming environment that grows our collective wisdom.

It is well-documented that Black, Indigenous and People of Color (BIPOC), queer and transgender folks, women, and other marginalized groups often do not apply for jobs unless they feel they meet every qualification listed in the job description. Conversely, it is well documented that people with identities overrepresented in our field (white people, men, etc.) do not hesitate to apply even if they do not meet all the stated qualifications and are often still hired into those positions. We are most interested in finding the right candidate for the job and our team. We encourage all passionate and interested candidates to apply and not discount experience that could be transferable, even if it is outside what we have described. We are committed to working against the structural biases that continue to keep marginalized people excluded from the conservation, restoration and natural resources fields, and to making sure our hiring practices are not reproducing those biases.

To Apply

Please submit your application materials via email to apply@longtom.org. All application materials must be received by 5:00 p.m. on the closing date, January 15, 2024.

- Late or incomplete applications may be rejected.
- Please email questions about the position or hiring process to apply@longtom.org.
- All emails - both application submittals and questions regarding the position - should have "Fiscal Manager" in the subject line.

Application Materials

1. Resume
2. Cover letter of two pages maximum, 12-point font, that includes a description of how your knowledge, skills, abilities, and past experiences relate to the position responsibilities.
3. Three professional references will be required for finalists. You may provide them now or later. Please provide contact information, including phone number, and describe your relationship with them.



Position Description

Fiscal Manager

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Starting Benefits:	<ul style="list-style-type: none">• Health insurance (75% of employee premium + 20% of dependents paid)• 401(k) contribution—automatic monthly payment of 8 percent of salary• 10 paid holidays plus 10 days of PTO to start• Continuing education and training are financially supported in alignment with organizational priorities• Participation in Paid Leave Oregon

Role of This Position

We are looking for an experienced, detail-oriented person to lead the management of our financial systems. The Fiscal Manager leads the financial operations and provides the Executive Director (ED) and Board of Directors with financial leadership, vision in developing both long- and short-term financial policies and procedures and assisting in planning that supports financial goals and strategies. This position also organizes and manages the keeping of accounts, accounting systems, financial records, annual budgeting, budget analysis and forecasting, maintenance and reconciliation of general ledger and supporting systems of internal controls to ensure that accurate and timely data are provided as needed to the ED and Board. The current budget of the Council is about \$3.6 million with more than half going to project contractors and project equipment and supplies. We expect to have 16 staff members in 2024.

Work Environment

At LTWC we operate with organizational systems that allow for team-based accountability, individual autonomy, work-life balance, and structures that provide consistent expectations while allowing for flexibility as the needs of our work and of our lives naturally shift and evolve. Examples of this philosophy in practice include 360-degree annual staff evaluations, regular program team check-ins, cross-program collaboration, and support for staff-driven initiatives. LTWC also encourages employees to develop mentorship and peer-to-peer relationships with professionals from other organizations in the Upper Willamette Region.

Environmental Factors and Conditions and Physical Requirements

Work occurs at the Council office with considerable flexibility to work remotely over time. Position requires use of a computer, including repetitive movement of wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks.

Must have a valid driver's license, pass a background check, and the ability and willingness to use your own vehicle to travel to work activities is essential. Weekends and evenings are part of a flexible work schedule. Reasonable accommodations will be made for applicants with different abilities.

Equal Opportunity Employer

LTWC prohibits discrimination on the basis of race, color, national origin, age, disability, sex, gender identity, gender expression, sexual orientation, religion, political beliefs, income status, marital status, or familial or parental status in employment in any program or activity conducted by the council. The Long Tom Watershed Council is an equal opportunity employer.

Statement on Our Commitment to Diversity, Equity, and Inclusion

At LTWC, we believe the health of the watershed is dependent upon the contributions of all people. LTWC recognizes the disproportionate impacts systems of oppression have on People of Color and Indigenous People. We believe the organization's strength depends on breaking down implicit, systemic inequities. We strive to create an inclusive and welcoming environment that grows our collective wisdom.

Core Duties and Responsibilities

Finance (20%)

- Lead the development of the annual budget and interface with the ED and Board sub-committee.
- Regularly monitor organization's financial health.
- Prepare financial information and make recommendations to the ED and Board of Directors to utilize in making forward-looking decisions.
- Provide a thinking partner to the ED in developing and updating tracking systems and troubleshooting questions.
- Prepare and submit the annual Federal Indirect Cost Rate application and act as liaison with the Department of Interior. (DOI is who we currently negotiate with.)
- Manage and provide input on update of monthly & quarterly board reporting tools.
- Complete monthly payroll, accounts payable, accounts receivables and bank statements.

Grant Management (50%)

- Track and report on all grants and contracts (As of December 2023 about 85).
- Maintain an accurate accounting of uninvoiced A/R.

- Collaborate with LTWC project managers.
- Collaborate with a local network of watershed councils and peer organizations on mutual grant-funded programs.
- Maintain a professional relationship with funders who consist of federal and state agencies, private foundations, local municipalities and partners (December 2023 about 45).

Grant Writing Support (5%)

- Provide support for grant applications across all programs before submittal: calculating bill rates, assisting with budgets, and filling out required administrative forms.

Traditional Ecological Inquiry Program Support (5%)

- Provide budget updates, answer financial questions, and process expenses and payments.

Manage Administrative Systems & HR (8%)

- Act as a thinking partner and provide support to the ED in administrative, management, policy & HR.
- Attend the June and July Board meetings to assist in presenting the budget and other board meetings as necessary.
- Act as a thinking partner and provide support to ED in HR matters and drafting updates to HR policies.
- Act as liaison for annual review of Council's benefits packages; propose recommendations to ED and Board as appropriate.
- Remain current on legal, regulatory, and insurance environments and how that may affect the financial and administrative operations of the organization
- Provide Minute7 support to staff.
- Assist in providing administrative and systems support to other staff
- Assist with oversight of Salesforce as needed.

Operations Support (10%)

- Process new hire paperwork, maintain personnel documentation that pertains to payroll.
- Maintain employee benefits.
- Maintain Council's insurance policies and make recommendations to ED.
- Provide contract review and support for grant applications, MOUs, contractor agreements, and binding documents.
- Assist the executive director and operations staff with some resource development and community outreach efforts.

Professional Development (1%)

- Attend classes, webinars, seminars, conferences, trainings or engage in professional development goals

Other (1%)

- Other Duties as Assigned

Experience

- 3-5 years of financial experience
- 3-5 years of grant management experience
- Proficiency in QuickBooks
- Associate's or Bachelor's degree in accounting a plus but not required
- Nonprofit experience a plus, particularly familiarity and comfort with nonprofit atmosphere, including high commitment level and an understanding of due dates and budget restrictions

Knowledge, Skills, and Abilities

- 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 local, state and federal grants and contracts
- Excellent organizational and detailed skills; ability to manage multiple priorities and activities simultaneously and meet deadlines
- Proactive and self-directed approach with high-level initiative
- Strong analytical and problem-solving skills
- Proficiency with budgeting and financial management practices and applications
- Natural tendency and proven ability to be detail-oriented and thorough
- Outstanding communication skills (oral and written)
- Demonstrate record of implementing detailed processes and procedures
- Desire and personality suited to work in a team-based, collaborative atmosphere
- A shared and active commitment to the values of diversity, equity, inclusion, justice and belonging.
- Desire to work as a team player and pitch in to ensure all aspects of the Council's work are successful.

Technology Tools Used for The Job

- QuickBooks Premier Plus
- Salesforce
- Minute7
- Microsoft Office
- Google Suite
- Adobe
- Zoom
- Slack

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