



Copper River Watershed Project

Upriver and down, salmon are common ground

Position Description

Title: Finance Director/Controller
Supervisor: CRWP Executive Director
Position type: Regular part-time, 20 - 25 hours/month

The Copper River Watershed Project is a community-based nonprofit organization dedicated to promoting a salmon-rich, intact watershed and culturally diverse communities by forming partnerships for watershed-scale planning and projects. We are a dynamic organization that works in collaboration with other community nonprofits, state and federal agencies, and Native tribal councils to achieve on-the-ground results as well as foster region-wide dialogue.

Summary of position:

We are seeking an experienced bookkeeper to take responsibility for all financial management systems to report to and work closely in support of the CRWP Executive Director. The Finance Director will manage the organization's financial operations, including accounts payable and receivable, grant management, budgeting, production of financial statements and reports, and assisting program managers with grant management and planning. The Finance Director is responsible for managing organizational financial policies and systems, preparation of IRS Form 990 data for use by a contract accounting firm, preparation of proposals for a federally-recognized negotiated indirect cost agreement, and preparation of a quarterly budget vs. actual expenses and revenues report.

Duties:

- Direct the day-to-day accounting operations including oversight of accounts payable and receivable, and maintenance of the general ledger.
- Prepare, analyze and present financial reports (income statements and balance sheets) in an accurate and timely manner; clearly communicate monthly and annual financial statements to CRWP Executive Director and Finance Committee.
- Participate in the annual budgeting and planning process in conjunction with the CRWP Executive Director; administer and review all financial plans and budgets; monitor progress and changes on annual budget.
- Manage organizational cash flow and forecasting.
- Oversee audit (as required) and tax functions, coordinate activities with outside audit/accounting firms and review firms' performance.
- Produce financial reports for foundation and other funder grants; maintain shared grant reporting calendar due dates and submissions, including all required financial deliverables as stated per grant awards and contracts.
- Update and implement all necessary business policies and accounting practices; periodically update the organization's accounting manual.

Job qualifications:

- Bachelor's degree in Finance, Accounting, or related field preferred.

- 5 + years of relevant work experience as a bookkeeper, senior accountant, or equivalent; experience in non-profit accounting required.
- Working knowledge of GAAP and other regulatory requirements in the financial field.
- Expert computer skills, with advanced proficiency in Excel and Quickbooks.
- Excellent organizational and interpersonal skills.
- Excellent written and verbal communication skills.
- Ability to work in a self-directed manner.

Hours: 20 - 25 hours per month, flexible scheduling, starting February 1, 2019.

Compensation: \$30/hour depending on qualifications and experience.

Please submit letter of interest and skills summary by January 18, 2019 to:

Kristin Carpenter
Copper River Watershed Project
P.O. Box 1560
Cordova, AK 99574
(907)424-3334