

Beaver Watershed Alliance Position Description

Title: Finance Manager

Full-Time, Hourly Position (30 hours per week)

Location: Northwest Arkansas (Office location 162 Doolin Dr., Elkins, AR)

Posting Date: August 16, 2024

Close Date: September 6, 2024 or until position is filled.

About the Beaver Watershed Alliance

The mission of Beaver Watershed Alliance (Alliance) is to proactively protect, enhance and sustain water quality in Beaver Lake and the integrity of its watershed. The Alliance is a 501c3 nonprofit organized for the purpose of working on voluntary and education programs and projects, fostering communication among diverse stakeholders, and restoring the water quality of impaired stream and lake areas. The objective of the Alliance is to maintain a long-term, high-quality drinking water supply to meet the present needs and continuing growth of the Northwest Arkansas region.

As a science-based organization, we develop innovative, on-the-ground solutions and engage multiple communities to address local challenges in watershed management in the Northwest Arkansas region. Our work is focused on Source Water Protection efforts for Beaver Lake, our drinking water source for now 1 in 5 Arkansans, or over 550,000 residents. Our work is guided by the Beaver Lake Watershed Protection Strategy, a US EPA accepted plan. Our values are centered on a commitment to sustainable, high-quality water supplies, diversity and respect for all people, communities, and cultures and serving the Northwest Arkansas region to the best of our ability.

www.beaverwatershedalliance.org

Reporting Relationship: Reports to the Executive Director

Position Overview

The Financial Manager has responsibilities for operational and financial aspects such as general bookkeeping, payroll, financial reporting, annual audits, insurance, annual filings with the Federal Government and the State of Arkansas, and support of finance and accounting more broadly. This role will ensure transparency, accountability, and compliance with relevant financial regulations. This position will also support workshops, attend meetings from time-to-time, work with diverse program staff on their projects, and support administrative operations. The position will report to the Alliance Executive Director and collaborate with other staff to achieve the Beaver Watershed Alliance mission through successful implementation of the organization's work. This position is remote with office space available, located at 162 Doolin Dr., Elkins, Arkansas, with a flexible work schedule.

Job Responsibilities

- Oversee Alliance's financial data and compliance by maintaining accounts payable and receivable, payroll, daily financial entries and monthly reconciliations. Perform accounting tasks (such as monthly financial reporting), maintain general ledgers, and record payments and adjustments.

- Process monthly expense reports and deposits and reconcile monthly bank statements and credit card statements.
- Work with Alliance Board and Executive Director on check signing and payment distributions, which includes personal travel and reliable transportation.
- Work with Executive Director on budget tracking throughout multiple grant project timelines.
- Maintain financial accounts payable and accounts receivable entries in QuickBooks.
- Manage the flow of information to CPA and auditors for preparation of annual audit and tax filings.
- Support budget reporting and analysis of monthly financial statements for the Board, staff and program implementation partners.
- Examine, and verify documents.
- Assist with travel forms and expense reimbursements for Staff.
- Prepare and oversee contracts with vendors and assist with analyses and project records filing as needed.
- Perform general office duties such as copying and filing as needed.
- Assist with the preparation and copying of documents or materials that are needed for meetings, workshops, and training.
- Handle general written correspondence, answer phone, respond to emails, and take messages.
- Assist with Alliance workshops and events from time to time.
- Work with Executive Director and all Staff to achieve organizational goals and mission.
- Identify and continuously improve administrative policies and procedures if needed to improve workflow management and maintain sound financial and administrative controls.

Functions of All Staff

- Commitment to supporting Beaver Watershed Alliance' mission of collaborating with a wide range partners in improving water quality in the Beaver Lake watershed.
- Engaging in professional development opportunities to advance individual understanding of your area of work and the broader work the Alliance does.
- Participate in weekly staff meetings and support a positive and enjoyable work environment.
- Attend Board Meetings.
- Occasionally work on weekends or after-hours as required by special events.

Alliance will consider qualified candidates who can demonstrate the following characteristics:

- Understanding and management of nonprofit accounting or equivalent, with experience working with Boards of Directors
- Interest in water quality and watershed management in Northwest Arkansas
- Diplomatic, ability to work with a culturally and politically diverse community
- Strong writing and communication skills, with ability to communicate technical financial information
- Excellent email and phone management; frequent communication within internal Staff and with partners is required
- Highly organized and able to multi-task
- Self-motivated
- Ability to work independently or with a team
- Strong interpersonal skills

Additional preferred qualifications:

- Accounting Degree or CPA licensure, or equivalent experience in accounting
- Education or knowledge of Nonprofit Accounting
- Federal funding accounting experience preferred
- Experience with QuickBooks
- Computer and software literate; Ability to use Microsoft Word, Excel, etc...
- Valid Driver license / Good driving record
- Ability to drive to remote locations
- Ability to travel and work independently of direct supervision
- Ability to work outside, sometimes in adverse weather conditions
- Ability to stand and walk for extended periods of time
- Ability to work remotely and independently

Benefits & Leave

- Employees who are normally scheduled to work 30 hours per work week on a regular basis are considered full-time employees and are entitled to all Alliance employment benefits and privileges. The Alliance will consider part-time work (29 hours or less).
- Voluntary deductions for full-time staff include:
 - SIMPLE IRA:** The Alliance offers its full-time employees a voluntary retirement plan that qualifies under Sections 401 and 501 of the Internal Revenue Code of 1986. Payroll deductions for your SIMPLE IRA contributions are made equally from each payroll check. Employees who participate in the retirement plan may contribute up to three (3) percent of their annual salary to be matched equally by the Alliance. Participating employees may voluntarily contribute additional compensation, for a total of seven (7) percent. The Alliance will not match the additional four (4) percent voluntary contributions. Total annual contributions are limited by the plan and applicable law. Any participant contributions in excess of these limits will be refunded. Employer and employee contributions are deposited monthly with the designated financial services firm.
 - FAMILY HEALTH INSURANCE PREMIUMS:** The Alliance provides health insurance for its full-time employees. Those employees who wish to add health insurance coverage for their spouses and/or children will have the additional premiums deducted from their payroll checks. All full-time employees of the Alliance are entitled to healthcare (including medical, vision, dental and life insurance) benefits covered in full. Health insurance for family members of staff hired after July 11, 2016 shall be covered at 75%. Dental and vision premiums for spouses and/or children are deducted from the employee's payroll check. There is no life insurance benefit for spouses and/or children.
- Full-time employees working between 30 – 39 hours a week will have PTO prorated based on the annual average of hours budgeted per year.
- Full-time employees working between 30 – 39 hours a week will have Sick Leave prorated based on the annual average of hours budgeted per year.
- Holidays to be observed by all full-time employees of the Alliance include:
New Year's Day, Martin Luther King Day, *Presidents Day, Memorial Day, Independence Day, Labor Day, *Veterans Day, Thanksgiving Day, Day Following Thanksgiving Day, Christmas Eve, Christmas Day, *Employee's Birthday (*Days taken at Christmas/last week of December)

Additional Information

- Paychecks are issued on the 1st and the 15th of the month. All employees are required to use payroll direct deposit.
- Normal business hours are Monday – Friday, 8 am to 5 pm. Offices are located at 162 Doolin Dr., Elkins, AR 72727. Remote work is available.
- Employees are provided with a computer (laptop or desktop), software needed to perform job duties, and access to equipment (projectors, screens, etc.) to conduct business.
- Employees are provided with business cards, email services, virtual software access (Zoom) and the necessary software to conduct business.
- Employees are provided with an embroidered Alliance shirt upon employment, and additional Alliance shirts and gear created for marketing and grant requirements.
- Employees are offered a \$50 monthly stipend for personal cell phone use, or a business phone will be provided.
- The Alliance provides mileage reimbursement for use of a personal vehicle to travel to work-related activities. Mileage is reimbursed for all business required documented travel at the federal allowance currently in place. This rate changes annually and is determined by the federal government.
- The Alliance observes Per Diem and the federal "Meal and Incidental Expense" (M&IE) rates.

The Alliance offers its programs to all eligible persons regardless of race, color, sex, gender identity, sexual orientation, national origin, religion, age, disability, marital, parental, or veteran status, genetic information, or any other legally protected status.

Application Details

To apply, please send your CV/resume and at least three references to becky@beaverwatershedalliance.org in a PDF document labeled "Finance Manager Position_Your Name." Please only send one PDF document, with all files combined.

If your experience does not exactly align with this job description, we encourage you to apply, training will be provided.