



Job title:

Finance and Operations Manager

Reports to:

Executive Director

Type:

Part-time (0.7 FTE) for essential tasks, with the potential to turn into a full-time position in the future for a person with the desire and ability to complete essential plus other tasks. Contractual arrangement may also be an option (no benefits included). Montana Freshwater Partners is based in Livingston, MT. Remote work may be a possibility for the right candidate.

Application Deadlines:

Open until filled.

About Montana Freshwater Partners:

Montana Freshwater Partners is a 501(c)(3) nonprofit organization based in Livingston, MT with the mission to restore, enhance, and protect Montana's rivers, streams, and wetlands through science-based and innovative solutions that benefit people, communities, and our shared natural environment. We do this through our innovative programs including our Channel Migration Easement Program, Give Back to the Yellowstone Campaign and the Statewide In-Lieu Fee Mitigation Program. We also offer technical services to partners and landowners including watershed planning, regulatory expertise, wetland delineations, stream assessments and more.

Job purpose:

This position will have the primary responsibility of managing and reporting on the organization's finance and accounting systems, as well as human resources, operations, and administrative duties. The right person will have experience working in environments with multiple project budgets, clients and project managers. The Finance and Operations Manager role requires strong organizational and time management skills, an exceptional attention to detail, an ability to manage and oversee multiple budgets, excellent communication skills, and an ability to think critically.

Our idea of a successful candidate is a whip sharp cookie who loves calculations, analytics, systems and spreadsheets. You feel more energized than intimidated by new challenges, while also being abundantly cautious as you carry out—and check—your work with meticulous attention to detail. You're a self-motivated problem solver who

can work independently yet never fails to ask all the questions you need in order to thoroughly understand everything involved. You never hide the fact that you're unsure about something or may need help, or that you may have made a mistake. Our team and our work are stronger when we all speak up and work together to make things better. We value the courage to express doubts rather than simply portraying confidence. You're not satisfied until the task is complete and unequivocally correct. If a task comes up again in the future, you will put a system in place to make it even smoother and more efficient the next time. You love helping your team succeed by facilitating the processes and illuminating the financial reality that, together, keep our wheels in motion. If this position and our organization excite you, then please apply.

Duties and responsibilities

Financial Duties and Responsibilities:

- Monthly administration of payroll, A/R, A/P, account transfers, deposits, and investment accounts
- Record keeping and timesheet review
- Timely and detailed preparation of monthly financials and QA/QC of financial dashboard
- Assist ED with development of annual budget for Board review
- Audit project budgets and expenditures annually
- Review, update and implement all necessary policies, practices, and accounting structure
- Develop, implement and track subcontracts for project work
- Ensure adherence to financial laws and guidelines
- Prepare and submit federal and state reports and payments

Operations, Human Resource, and Administrative Responsibilities:

- Office management; including scheduling, inventory and supplies, and vendor/contractor relations
- Manage and update employee manual and benefit package (health insurance, retirement)
- Provide support for acquiring, renewing and reporting insurance as requested
- Provide oversight of administrative function and facilities to ensure efficient and consistent operations as organization scales
- General office duties and IT coordination and support as needed

Additional Duties and Responsibilities:

- Support Board operations and assist in logistics management
- Support donor cultivation, fundraising and communication campaigns
- Periodic support for marketing, communications, grant writing/development and fundraising including mailers, giving campaigns, and social media updates
- Maintain donor database with management software (Little Green Light)

Qualifications

Minimum Qualifications:

- BSc/BA in Accounting, Finance, Business, etc. or equivalent training in a relevant quantitative field

- Proficiency with QuickBooks Online and Microsoft Office software (Word, Excel and PowerPoint), including electronic document preparation
- Expert in Google Sheets and Excel spreadsheets
- 5+ years of professional experience working in related field
- Strong interpersonal, verbal, written communication, and technical writing skills
- High attention to detail, responsive and organized
- Ability to manage and track multiple funding accounts and financial systems
- Experience tracking multiple project budgets, generating reports, reconciling accounts, and resolving discrepancies
- Ability to work under the supervision of the Executive Director and a diverse Board of Directors while independently setting goals, work schedules, and identifying tasks to complete project objectives

Desired Qualifications:

- Grant writing and management skills
- Donor relations and management, familiarity with CRM software
- Human Resource experience
- Knowledge of/experience in natural resource or consulting fields

Working Culture, Compensation and Benefits

Montana Freshwater Partners believes in promoting a positive and fun work atmosphere and culture that allows flexibility to balance both work and personal life. Salary range: \$60,000 to \$65,000 (annual salary at 1.0 FTE; prorated for actual FTE) commensurate with experience.

Benefits (after waiting period) include: Medical, dental, vision, matching HSA contribution (if compatible with health insurance plan), 7.1% contribution to Individual Retirement account, 11 paid holidays, generous PTO and sabbatical after 8 years of employment.

Montana Freshwater Partners is committed to an inclusive and welcoming work environment for all employees regardless of race, gender, sexual orientation, and socioeconomic status. We encourage individuals from historically marginalized groups to apply even if you don't have every single qualification listed.

Application Process:

Please submit your

- cover letter (addressed to Wendy Weaver, Executive Director)
- resume
- and
- work simulation exercise:

[Instructions for Applicants - Finance Position Work Simulation Exercise](#)

via email with subject line "Finance and Operations Manager" to: office@freshwaterpartners.org