



Director of Finance and Operations

March 22, 2024

What We're Looking For

We are seeking a motivated professional with leadership experience in Finance and Operations. This position will report to and work closely with the Executive Director and will be a key member of the team setting and implementing the direction of the Truckee River Watershed Council (TRWC).

The ideal candidate has prior work experience in accounting, financial reporting and analysis, and managing business systems in the nonprofit sector.

Who We Are

The mission of TRWC is to bring the community *Together for the Truckee*. We restore, protect, and enhance the Truckee River watershed. Our strategic goals are to implement priority restoration projects, influence public policies that are key to resilience, develop strategic partnerships, pursue environmental and social equity, and sustain and grow our organization.

TRWC is a team of 7-10 staff, leveraged with consultants and contractors. Our approach allows us to be nimble and highly effective. As a result, our partners have asked us to increase our projects both in number and scope. And we have the funding to do so.

We are passionate and committed to our work. About half of our staff have been with TRWC for more than 10 years. And at the same time, we welcome and need new ideas and ways of working.

We work from an office in the downtown district in Truckee. We'd prefer this position be based in our office. Staff primarily work in-office and work remote if needed.

Our team demonstrates an understanding of, sensitivity to, and respect for the diverse socio-economic, racial, ethnic, religious, and cultural backgrounds, as well as the diverse abilities, gender, gender identity and expression, and sexual orientation of the community we serve.

We are a dog-friendly workplace. If you are a responsible dog owner and your dog is well-socialized, your dog can come to work with you. Several current staff bring their dogs to the office.

Responsibilities

The Director Finance and Operations will manage all accounting and financial activities of TRWC, direct the preparation of financial reports and summaries, create forecasts predicting future growth and have primary responsibility for contracts and human resources. Responsibilities include:

- Maintains general ledger and prepares all financial documents including monthly financial statements, profit and loss, year-end statements and other required financial reports.
- Maintains (and develops as needed) financial controls and practices to produce accurate financial statements in accordance with GAAP.
- With the bookkeeper, manages accounts receivables, accounts payable and payroll activities. Note that accounts receivables involves substantial quarterly invoicing of restricted grants.
- With the bookkeeper, manages cash and bank reconciliations.
- Compares income projections to actual figures and budgeted expenses to actual expenses; makes or oversees any necessary adjustments to future projections and budgets.
- With the Executive Director, manages the annual goal-setting and budgeting process.
- Works with the Executive Director and Finance Committee to coordinate planning, establish priorities for annual goals and budgeting, and provide recommendations.
- Studies long-range economic trends and projects their impact on future organizational growth.
- Oversees contract management with significant support from Project Directors.
- Manages Human Resources and Payroll via our PEO, Allevery Employer Solutions (hiring, on-boarding, benefits, compliance reporting, et al)

Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field
- 7 years accounting and operations experience
- Excellent management and supervisory skills.
- Excellent analytical and organizational skills.
- Proficient in database and accounting computer application systems.
- Excellent written and verbal communication skills.
- Experience in the non-profit sector
- Comfortable working in diverse settings and groups

Pay and Benefits: Full-time position. Salary range is \$100,000- \$117,000 based on experience. A full benefits package is included.

We are supported by a professional human resources company, we provide professional development opportunities, and we work hard to have a professional and welcoming work culture.

Learn more about the job and about us:

- ❑ If you'd like to set up a 15 minute call for more information before applying please email Lisa Wallace at lwallace@truckeeriverwc.org to schedule a time.
- ❑ Our website - the "Our Work" pages are often the most interesting to people <https://www.truckeeriverwc.org/our-work/>

- ❑ Our newsletters have lots of current info. You can subscribe and/or read back issues here: <https://www.truckeeriverwc.org/newsletters/>
- ❑ Check our Instagram and Facebook feeds.

TO APPLY:

If you're interested, email lwallace@truckeeriverwc.org and include the following:

1. Tell us about yourself by including a cover letter in .PDF
2. Résumé in .PDF
3. 3 professional references in .PDF

The application period is open now and closes April 14, 2024. We review applications as they come in. Thank you for your interest in our work!