



Director of Finance

April 30, 2025

What We're Looking For

We are seeking a motivated and experienced professional to lead our financial functions. 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 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.

Responsibilities

This role works closely with the Executive Director to strengthen our financial systems for long-term organizational growth. The Director of Finance supports strategic planning, financial sustainability, and multi-year forecasting, while ensuring strong financial reporting, budgeting, and operational efficiency. Reporting to the Executive Director, this position collaborates with staff and contractors to align financial strategies with program goals and help TRWC scale its restoration impact. While focused on finance, the role also oversees select operational responsibilities directly related to financial management and compliance.

Financial Management & Oversight

- In collaboration with the Executive Director, oversee core financial operations, including the annual budget, audit coordination, and IRS Form 990 preparation
- Maintain general ledger to prepare and present accurate monthly and annual financial statements in compliance with Generally Accepted Accounting Principles (GAAP).

- Maintain and update financial policies and procedures to ensure best practices in nonprofit financial management, support strong internal controls, and safeguard the organization's assets.
- With the Accounting Consultant, manage accounts receivables, accounts payables, payroll activities, and bank reconciliations.
- Oversee financial tracking, quarterly invoicing, and reporting for 30-50 government, foundation, and corporate grants.
- Monitor and manage cash flow, banking and investments to ensure financial stability and sustainability.
- Provide support to the Board Finance Committee, including preparation of reports and participation in regular meetings.
- Work with Project Directors to oversee contracts, agreements and financial commitments.
- Work with the Executive Director to manage the annual goal setting and budgeting process.
- Oversee administrative functions directly related to finance, including business insurance, technology systems, and related vendor management.
- Manages HR and payroll via our PEO, Allevity Employer Solutions (hiring, on-boarding, benefits, compliance reporting, et al).
- Maintain and update employee policies and procedures.
- Ensure compliance with nonprofit regulations and reporting requirements.

Long-term Planning & Strategic Growth

- Support the Executive Director with multi-year financial planning and scenario modeling to inform strategic decision-making.
- Study long-range economic trends and provide financial insights and strategic recommendations to the Executive Director and Finance Committee.
- Implement improvements in budgeting, cash flow tracking, reporting, and financial workflows to increase efficiency and scalability.
- Provide financial analysis to support the Director of Development in setting revenue targets and fundraising strategies.

Qualifications & Experience

- Minimum five years of relevant experience in accounting, finance, or related field.
- A strong background in nonprofit management.
- Strong financial acumen, with experience in nonprofit accounting, budgeting, and grants management.
- Experience managing multiple priorities in a fast-paced environment.
- Excellent communication and collaboration skills, both written and verbal.
- Leadership and management skills with ability to build and maintain a positive, diverse, and respectful work environment.
- Demonstrated ability to work with financial management, budgeting, and administrative systems, annual audits, Form 990 processes, and other nonprofit financial processes and requirements
- Strong understanding of office operations and procedures, including HR best practices, payroll, bookkeeping, contract management, and compliance requirements.
- Experience working with boards of directors and finance committees.
- Robust analytical skills and strategic thinking.

Pay and Benefits

This is a full-time position at 32 hours per week. Salary range is \$75,000–\$92,000 annually, depending on experience. A full benefits package is included with insurance, retirement contribution, paid time off, and paid holidays.

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 Us

- ☐ Explore our website - the “Our Work” pages are often the most interesting to people
<https://www.truckeeriverwc.org/our-work/>
- ☐ Read a few of our enewsletters - these have lots of current info. You can subscribe and/or read back issues here: <https://www.truckeeriverwc.org/newsletters/>
- ☐ Check our feeds on Instagram and Facebook - @trwcnews
- ☐ Come to a River Talk. River Talks are about our projects. Email info@truckeeriverwc.org to sign up and we’ll send the information.

To Apply

Send a single PDF with your package to mprestowitz@truckeeriverwc.org. The PDF package should include:

- Cover letter highlighting your experience and your interest in the position
- Resume
- 3 professional references

The application period is open now and closes June 6, 2025. We review applications as they come in. Thank you for your interest in our work!