

FRESHWATER

Position Title: **Finance Director**

Condition: Full-time, Exempt - Professional, Weekdays

Location: St. Paul office; Home office.

Date: September 27, 2023

Position Description

Freshwater Society is a nonprofit organization that seeks to inspire and empower people to value and preserve our freshwater resources. We are seeking an energetic finance director to help Freshwater through an era of exciting growth. The Finance Director is responsible for all aspects of the financial and human resource functions for the organization and contributes to its strategic development. The Finance Director reports to the Executive Director and joins the leadership team that includes the Research and Policy Director.

The Finance Director position is exempt and full-time with a pay range of \$90,000 to \$110,000 depending on experience. Benefits include health and dental insurance, a 401(k) plan, a 125 plan, paid time off, and the ability to work in hybrid role. The anticipated start date is mid-November 2023.

Position responsibilities

Accounting (70%)

- Actively manage the day-to-day accounting and financial operations.
- Collaborate with program and fundraising staff to develop budgets for the organization as a whole, as well as supporting the preparation of budgets for new efforts.
- Prepare, analyze, and present monthly financial results and issues to the Executive Director and Board of Directors.
- Review the preparation of financial reporting required for funding sources.
- Manage the financial transaction processes including accounts receivable and accounts payables functions.
- Create and maintain systems for effective accounting and financial management in a complex, growing, and dynamic organization, including financial models and structures for contracts, grant proposals, and indirect rate determinations.
- Manage the organization's banking activities and actively manage cash flow to ensure it meets organization needs.
- Manage the finance-related HR functions including payroll processing, timesheet analysis, and employee benefit programs. Participate in the employee handbook review/revision process.

FRESHWATER

- Participate in the negotiation and execution of organization contracts with funding sources, vendors and collaborative service providers.
- Monitor changes in legal, regulatory, and administrative environments and implement changes needed to maintain compliance while maximizing operational and financial results.
- Manage the organization's liability insurance program, including ongoing risk analysis and renewal processes.
- Prepare all reports, documents and analysis requested by the organization's independent auditor and serve as primary liaison to ensure the annual audit is completed smoothly and in a timely manner.
- Assist with review and administration of organizational contracts and grant proposals. Review financial processes and systems and recommend improvements as appropriate.

Human Resources (20%)

- Responsible for overseeing human resources functions including benefits administration, new employee orientation and payroll administration.

Board of Directors (10%)

- Actively participate in and support the Board Finance Committee.
- Attend all Board meetings.

Experiences and skills required:

The candidate will be an energetic leader with an eye for detail but also the ability to think and communicate strategically. This is a small nonprofit, and the candidate will be able to multi-task, juggling several projects and prioritizing them effectively.

Necessary skills:

- Bachelor's degree or equivalent
- 5+ years of nonprofit accounting experience, including several years in a leadership role.
- Knowledge/experience with QuickBooks accounting software.
- Familiarity with Microsoft Office software
- Experience with project and budget management
- Experience with reviewing and administering contracts.

Personal Qualities:

- Ability to think creatively and strategically.
- Able to effectively use and analyze data to support strategic decisions.
- Exhibit a high level of personal integrity.

FRESHWATER

- Ability to communicate effectively both verbally and in writing.
- Work well with, and be responsive to the needs of, internal staff and external partners, including the Board of Directors, funding sources, and other provider organizations.
- Manage multiple and simultaneous priorities effectively to meet deadlines and demonstrate multi-tasking skills.

Preferred skills:

- MBA or CPA
- General nonprofit accounting and financial reporting procedures
- Experience with grant management and grant reimbursement
- Knowledge of human resources related laws, regulations and practices
- Experience with employee benefits, including health care and retirement plans

Background - About Freshwater

Freshwater Society is a nonprofit organization that seeks to inspire and empower people to value and preserve our freshwater resources. Founded in 1968, Freshwater focuses on public education, water research and water policy work. Collective action and sound physical science remain the heart of our mission. We work cross sector through a variety of programs that align to build community, professional, political, and science leadership and capacity. In alignment with our mission, we strive to activate our organizational values in our internal and external operations.

- We value safe and reliable water for all Minnesotans and everyone downstream
- We value equity and inclusion of diverse perspectives
- We value community-led solutions that foster equitable and durable change
- We value science- and evidence-based principles as a basis for our advocacy and action
- We value convening collaboratively and serving as a catalyst for constructive dialogue and change
- We value teamwork, transparency, integrity, and shared leadership
- We value sustainability in our operations

How to apply: Please send a resume, cover letter, and three references to Michelle Stockness mstockness@freshwater.org by end of day October 18, 2023.