



Job title	<i>Finance and Administration Manager</i>
Reports to	<i>Executive Director</i>
Type	<i>Part-time or contractual basis</i>
Closing Date	<i>May 31, 2019</i>

About Montana Aquatic Resources Services

MARS is a 501(c)(3) nonprofit organization founded in 2011 in response to the rapid loss of aquatic resources across the state. Originally formed for the purpose of sponsoring the Statewide In-Lieu Fee Mitigation Program, MARS has and continues to develop other programs that pursue innovative solutions to aquatic resource challenges and fit within our mission. ***Our mission is to restore, enhance and preserve Montana's aquatic resources to maximize their ecological function into the future.***

Job purpose

MARS is looking for a Finance and Administration Manager that strongly believes in and shares our vision to raise the bar in protecting and conserving Montana's precious stream, river and wetland resources. The position of Finance and Administration Manager will have the primary responsibility of managing and reporting the organizations finances and accounting systems and administrative functions. The ideal candidate will have experience working in environments with multiple project budgets, clients and project managers. This person will also have the experience to identify areas where improvement can be made in our existing financial system, creating efficiencies for project budget and time-tracking, streamline reporting to staff/board/regulators and has the ability to implement system improvements.

Duties and responsibilities

Essential Duties and Responsibilities:

- Monthly administration of payroll, expenses, deposits, and mitigation transfers
- Recordkeeping and timesheet review
- Office Management, including scheduling, inventory and supplies, and vendor/contractor relations
- Processing monthly mitigation transfer statements
- Prepare timely and detailed monthly financials, QA/QC financial dashboard
- Assist ED develop annual budget for Board review
- Annual auditing of project budget and expenditures
- Selecting and deploying financial software
- Update, revise and implement all necessary policies and accounting practices, refine existing accounting structure and processes
- Human resources administration
- Developing, implementing and tracking sub-contracts for mitigation and other project work
- Ensure adherence to financial laws and guidelines

- Provide support for acquiring, renewing and reporting insurance as requested.

Additional Duties and Responsibilities:

- Oversee administrative function as well as facilities to ensure efficient and consistent operations as organization scales
- General office duties and IT coordination and support as needed
- Periodic support for marketing, communications, and fundraising including mailers, giving campaigns, social media updates
- Event coordination and organization

Qualifications

Required Skills:

- Proficiency in use of Quickbooks and Microsoft Office software (Word, Excel and Powerpoint), including electronic document preparation
- Ability to manage and track multiple funding accounts
- Experience in tracking multiple project budgets, generating reports, and resolving account payable and account receivable discrepancies
- Ability to identify opportunities to improve current financial systems and implement recommendations in a thoughtful and efficient manner
- 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
- Excellent interpersonal, verbal and written communication skills
- High attention to detail, responsive and organized

Education:

- BSc/BA in accounting, finance or relevant field; MSc/MA is a plus
- CPA or other relevant qualification is a plus

Specialized knowledge:

- Understanding/experience in natural resource or consulting fields
- In depth knowledge and familiarity with Quickbooks and/or Deltek

Experience:

- Five or more years of professional experience working in the accounting and finance field, consulting, or natural resource management

Working conditions, Compensation and Benefits

MARS believes in promoting a positive and fun work atmosphere that allows flexibility to balance both work and personal life. MARS is headquartered in Livingston. Salary range is expected to be \$18-24/hour commensurate with experience. Part time employees will receive prorated benefits including health stipend, retirement contribution, and vacation, sick leave, and holidays.

If you are interested in this position, please submit a cover letter, resume via email to: Wendy Weaver, Executive Director, wweaver@montanaaquaticresources.org

Posting available online at <http://montanaaquaticresources.org/employment/>