



## **BLACKFOOT CHALLENGE FINANCE MANAGER**

**Terms:** 1.0 FTE, exempt, salary \$45-55K annually DOE, paid time off, holidays, health insurance, matching retirement, cell phone stipend, and flexible work schedule including work from home.

**Deadline:** Open until filled; application review will begin November 19, 2018.

**Start Date:** Immediately.

Celebrating 25 years of partnerships, the Blackfoot Challenge is a nonprofit organization with the mission to coordinate efforts that conserve and enhance the natural resources and rural way of life in the Blackfoot Watershed for present and future generations. Our Board of Directors is composed of private landowners, public land managers, non-profit partners, local business owners, and other watershed residents. Through eight Board-led committees, we coordinate responses to community needs and find solutions that are homegrown and stand the test of time. At the Challenge, Board and staff work together with passion and dedication to further community-based conservation. We continuously cultivate a culture that is collaborative and respectful and we love to celebrate our successes at the local watering hole.

### **Position Description:**

The Blackfoot Challenge seeks a dynamic, self-starting Finance Manager to conduct day-to-day bookkeeping and fund management, analyze financial activities, and provide advice and guidance to Board and staff on future financial plans. The Finance Manager, who reports directly to the Executive Director and Board Finance Committee, will play a key leadership role within the organization. This position works closely and in a collaborative manner with the Executive Committee, committee chairs, Executive Director, and staff. The Challenge is seeking an individual who is solutions and growth oriented with strong communication and organization skills, attention to detail, and someone who is self-motivated and comfortable working independently.

### **Work Location and Conditions:**

The Finance Manager will provide on-site services in Ovando, MT and throughout the Blackfoot Watershed. Some travel is required for attendance at monthly Blackfoot Challenge Board of Directors meetings and other committee meetings in the watershed and surrounding area. The Finance Manager will have a flexible schedule and must be comfortable working from home with minimal supervision.

### **Responsibilities:**

- Oversee accounts payable/receivable bookkeeping including monthly project accounting, check writing, bank statement reconciliation, and preparation of financial reports for the Board of Directors.
- Manage banking relationship with regards to online accounts and transfers.
- Create and manage employee time sheets, payroll, reimbursements, IRA withdrawals, and financial expense records.

- Prepare quarterly financial reports and provide ongoing support to program committees.
- Develop annual organizational budget, approx. \$1.3M.
- Collaborate closely and on a regular basis with Board Treasurer and Finance Committee to ensure compliance on all financial reporting.
- Supervise and administer the financial grants and agreements reporting.
- Coordinate Finance and Endowment Committees.
- Conduct annual State of Financial Position presentation to Board.
- Prepare and review cost policy statement.
- Manage relationship with accountant to prepare Form 990.

**Required Qualifications:**

- Minimum five years' experience in financial management.
- Bachelor's degree in finance, accounting, or similar field (Masters or other advanced degree preferred).
- Thorough understanding of financial trends and forecasting.
- Extensive command of Quick Books and MS Office Suite (Salesforce experience desired).
- Strong interpersonal, communication, and presentation skills.
- Ability to manage and guide staff to ensure adherence to appropriate financial processes.
- A solid understanding of best practices in nonprofit financial management within a 501(c)3 organization, including a commitment to financial accountability and transparency.
- Willingness and desire to be a team player within a collaborative, respectful, and solutions and growth-oriented work culture.
- Some travel required; must possess a valid driver's license.

**To Apply:**

Please submit a cover letter and resume in one combined pdf document to Sydney at [operations@blackfootchallenge.org](mailto:operations@blackfootchallenge.org) with subject line of "Finance Manager Application."

**Questions** about the position may be directed to Sydney at [operations@blackfootchallenge.org](mailto:operations@blackfootchallenge.org).