



DESCHUTES RIVER
CONSERVANCY

Finance & Operations Director

Title: Finance & Operations Director

Reports To: Executive Director

Salary Range: Negotiable based on experience; starting at \$90,000

Location: Bend, OR

Target Start Date: March 4th, 2024

The Deschutes River Conservancy seeks a Finance & Operations Director to join our dynamic team in restoring streamflow and improving water quality in the Deschutes Basin.

WHO WE ARE

The Deschutes River Conservancy (DRC), based in Bend, Oregon, is a 501(c) (3) non-profit organization founded in 1996 to restore streamflows and improve water quality in the Deschutes Basin. We bring together tribal, irrigation, environmental, hydropower, and federal, state, and local government interests to accomplish our mission through financing and implementation of voluntary ecosystem restoration projects.

Three major program areas provide focus to our work:

- **Large-Scale Water Conservation:** The DRC facilitates irrigation infrastructure projects that restore streamflows and improve water quality.
- **Voluntary Market-Based Transactions:** The DRC integrates technical support, innovation, program design, financing, and project execution to implement voluntary market-based water rights transactions to restore streamflows.
- **Basin-wide Water Management Planning.**

We are governed by a 15-person board of directors and managed by a full-time Executive Director with 11 employees. The DRC has a \$4 million annual budget.

WHAT WE VALUE

We are an innovative, consensus-based, and highly collaborative organization. We proactively seek new solutions for solving old problems. We don't engage in litigation, preferring instead to leverage partners' strengths to get the watershed-scale outcomes we seek. And we live the values of justice, equity, diversity, and inclusion. Our full Mission, Vision, and Values can be found here: (<https://www.deschutesriver.org/about-us/mission-and-vision/>).

We honor the native people who have called this region home for thousands of years. We join them in stewardship of our rivers for the next seven generations.

WHO YOU ARE

You are someone who can:

- Manage all aspects of accounting, budgeting, and financial reporting for a complex non-profit organization
- Engage in long-range financial planning in partnership with the Executive Director
- Supervise and train two accounting and administrative employees
- Ensure compliance with Generally Accepted Accounting Principles
- Maintain the highest standards of accounting to ensure compliance with federal and state requirements
- Implement and maintain non-profit accounting policies and procedures
- Manage accounting and reporting for a diverse portfolio of grant funds, including state, federal, and foundation funds
- Perform strategic financial analysis to aid in organizational decisions
- Provide engaging and informative financial presentations to the Board of Directors
- Effectively communicate accounting requirements to all employees
- Work both independently and in a team to facilitate positive collaborative working relationships
- Set goals, resolve problems, and implement plans that are in the best interest of the organization
- Communicate clearly and effectively
- Maintain a high level of motivation and a positive attitude

WHAT YOU WILL BE DOING

The Finance Director will support the strategic objectives of the organization while managing the financial and administrative functions including accounting, human resources, information technology and office management. As a supervisor to the Senior Accountant and the Office Manager, the Director will oversee the monthly accounting close process, review transactions for accuracy, and provide feedback and training as needed. In addition to high level financial review, the Director will post journal entries, reconcile accounts, and prepare financial reports. The Director will also oversee all human resources functions including payroll and benefits administration. The Finance Director is a key member of the leadership team and is actively involved in strategic organizational decisions related to long-term financial health, employee relations and business administration. The Director provides financial guidance to other leadership team members and all employees as needed.

The Director will also serve as the “Contract Finance Director” for the Upper Deschutes Watershed Council. The two organizations share office space as well as financial and administrative functions.

Finance and Accounting (~70%)

- Record journal entries and prepare monthly account reconciliations
- Prepare and record monthly payroll and administrative expense allocations
- Maintain budget information by funding source to ensure grant compliance
- Prepare and present quarterly financial reports to the Board of Directors
- Oversee the monthly accounting close process
- Prepare the annual budget for DRC and UDWC with input from relevant staff
- Research complex accounting issues to ensure compliance with GAAP
- Supervise the Senior Accountant
- Annually negotiate a federal indirect cost rate
- Advise program staff on budgets for grant proposals
- Provide financial analysis to Executive Directors to assist with strategic decisions
- Maintain and update financial accounting policies and procedures

- Serve as primary liaison for annual audit and tax filings
- Provide accounting and financial guidance to all employees
- Engage in long-term financial planning with the Executive Director
- Implement and update financial policies and procedures

Business Administration (~15%)

- Manage liability and general insurance policies
- Oversee IT consultant and support to employees
- Manage Office Lease
- Supervise the Office Manager
- Oversee Board meeting minutes and meeting logistics
- Ensure compliance with all business reporting requirements
- Other duties as assigned

Human Resources (~15%)

- Implement and update Employee Policies and Procedures
- Oversee monthly payroll processing
- Manage and administer employee health insurance plans
- Manage 403(b) Retirement Plan
- Oversee employee administration including onboarding and maintaining employee files

REQUIRED QUALIFICATIONS

- Bachelor's degree in accounting
- 7 + years of experience in accounting, financial reporting, and budgeting

PREFERRED QUALIFICATIONS

- Non-profit accounting for an organization with multiple programs and revenue sources
- Federal and state grant management
- Familiarity with 2 CFR 200 Uniform Grant Guidance for Federal Awards
- Experience supervising accounting employees
- CPA or MBA preferred

HOW TO APPLY

Please send a resume and cover letter to search@deschutesriver.org . **Preference will be given to applications received by January 19th; the position is open until filled.**

This is a full-time, exempt position. Benefits include a group medical and dental insurance policy, access to a retirement plan with an employer contribution, and a competitive personal paid-time-off policy. The DRC supports continuing education opportunities for all staff.

DRC is actively working to diversify its staff and encourages applications from people of all races, ages, gender identities, sexual orientations, religions, beliefs, national origins, or abilities.