



**Job Title:** Finance Manager

**Salary Range:** \$62,400 - \$83,200 annually depending on experience

**Closing Date:** September 27, 2024 at 4:30 pm

**Duty Station:** Moses Lake, WA

**Type:** Full-time (40 hours per week), exempt salary position. This position is supported by and contingent on available grant funding.

**Supervisor:** Finance & Operations Director

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## DESCRIPTION

Columbia Basin Conservation District (CBCD) is seeking an experienced local government Finance Manager to help take our growing district to the next level. In collaboration with the Finance & Operations Director, the Finance Manager will provide overall financial and administrative leadership, management, and oversight, including local government bookkeeping, budget development, financial analysis, grants and contracts management, strategic thinking, and sustainability planning for CBCD. The Finance Manager provides administrative leadership by performing and managing multiple functions to serve as a key implementor, adviser, and coordinator of the district's finances, operations, grants and contracts management, and administration. This position is part of the Finance & Operations Department and reports to the Finance & Operations Director. The Finance Manager ensures that all CBCD financial, administrative, and business operations are provided in accordance with applicable local, state, and federal laws, regulations and policies.

## **MAJOR DUTIES**

- Manages and performs the technical aspects of CBCD's budget, financials, payroll, and grants management, including preparation and justification of financial reports, financial modeling and analysis, etc.; and interacts effectively with program leads and staff by providing financial information to facilitate budget formulation and execution.
- Works with state, federal, and private grant funders to ensure proper invoicing and reporting requirements are met.
- Prepares, submits, and manages vouchers, grants and contract reports, and quarterly, liability, and annual reporting.
- Oversees timesheet submission and payroll processing upon or before deadlines.
- Researches, analyzes, and interprets complex financial information to resolve issues and make recommendations; and initiate and implement process improvements.
- Performs other duties as assigned by the supervisor.

## **PREFERRED QUALIFICATIONS**

- Bachelor's Degree in accounting or an associated field.
- Five+ years of experience in governmental accounting and financial management, including bookkeeping, payroll, grant/contract/agreement review and administration, grant billing and reporting, budget development, and complex financial analyses.
- Advanced knowledge of grants management and public sector budgeting.
- Advanced proficiency in QuickBooks Online.
- Professional knowledge of policies and practices of conservation districts.
- Experience using federal and state funding to administer cost-share programs for natural resource conservation on private lands.
- Experience with WA BARS accounting system.
- Experience working with professional bookkeepers and Certified Public Accountants.
- Interest in and commitment to natural resources enhancement and public education.
- Demonstrated ability to interact professionally with diverse community members and build relationships with customers and partners.
- Ability to successfully manage multiple priorities and deadlines.
- Ability to take initiative, work well with team members, and adapt to new processes. Service-oriented attitude and constructive problem-solving skills.

## PHYSICAL REQUIREMENTS & WORKING CONDITIONS

- Ability to work outdoors in all weather conditions and on rough or uneven terrain.
- Ability to sit or stand for long periods of time in a standard workday.
- Ability to drive a vehicle for long periods when travel is needed.
- Ability to lift, pull, carry, push up to 40lbs.
- Occasional bending, twisting, squatting, climbing, kneeling/crawling, reaching overhead.
- Ability to exercise caution and maintain all safety requirements.
- Ability to work occasionally beyond an 8-hr workday or on the weekend.

## CONDITIONS OF EMPLOYMENT

- Subject to a satisfactory background investigation and/or fingerprint check.
- Must possess and maintain a valid state motor vehicle operator's license for the type of vehicle(s) operated to perform the duties of this position. This may require the operation of a motor vehicle in both public and private roads during daylight hours and occasionally after dark.

## BENEFITS

Benefits include the CBCD's benefits package, including medical insurance, 12 paid holidays per year, vacation leave, and sick leave.

## TO APPLY

Send a **cover letter, resume, and three references** electronically to Angelique Heinzen, CBCD Finance & Operations Director at [angelique-heinzen@columbiabasincd.org](mailto:angelique-heinzen@columbiabasincd.org). If you have questions about applying or need accommodations during the application process, please contact Angelique Heinzen, CBCD Finance & Operations Director at (509) 765-9618 or at [angelique-heinzen@columbiabasincd.org](mailto:angelique-heinzen@columbiabasincd.org).