



## **Position: Finance & Operations Manager**

Apply by :  
3/30/17

[Waterfowl Chesapeake](#) (WC) is a regional non-profit organization based in Easton, MD, dedicated to supporting communities across Delmarva that care about waterfowl and waterfowl habitat restoration and conservation.

The Finance & Operations Manager is a full-time salaried position that oversees the financial management and bookkeeping functions of the organization, as well as that of our primary fundraising/event partner, [Waterfowl Festival](#). Additionally, this position supports our Executive Director and Board of Directors with financial information, budgets and forecasts, as needed.

### **About the position**

At Waterfowl Chesapeake, the Finance & Operations Manager's primary responsibilities are more than the oversight and implementation of all financial and accounting functions. This person is an integral part of our small versatile team and will help build our community presence and visibility as we grow the organization. He/She should be highly organized, creative, energetic and have strong, positive customer service experience at all times, especially during Waterfowl Festival when we have some of the most public interaction with our constituencies – visitors, volunteers, artists, sportsmen/women and waterfowl enthusiasts. The successful candidate will also serve as our HR coordinator, assist with grant requests and management, and with managing our historic facility. The Finance & Operations Manager will need to be a thoughtful problem-solver that enjoys working as part of a creative team while independently making decisions and setting deadlines or goals.

### Specific responsibilities include:

#### Accounting/Bookkeeping

- Manage Accounts Receivable & Payable among all accounts and ensure reconciliation of all accounts, general ledger and bank statements in timely fashion
- Prepare financial cash flow and payable/receivable update as needed
- Bi-weekly Payroll: allocate and track staff time and allocations; calculate & process staff payroll including any retirement, health insurance and HSA deductions/payments;
- Complete draws for payroll & other reimbursements
- Complete year-end reconciliation of both organizations
- Prepare for and oversee annual audit process, working closely with auditor/accountant
- Monitor accounting procedures and procurements
- Producing quarterly financial statements for Executive Director, WC Board & Board Finance Committee

#### Grants:

- Manage and track all aspects of annual MD State Arts Council Grant for Waterfowl Festival, and perform financial preparations and submissions there for.
- Assist in developing grant application budgets
- Manage records and files for any grants received and also track grant report due dates and required correspondence.

#### Budget:

- Assist Executive Director in development of annual operating budgets and presentation thereof
- Provide monthly updates of budget vs. actuals

Human Resources:

- Maintain personnel files
- Manage and administer Health Savings Accounts (HSA) and health insurance plan
- Review and research census and staff health insurance for renewal (with WC insurance agent)
- Coordinate TIAA CREF retirement plan
- Assist in orientation of any new hires
- Provide support and training to staff as needed.

Operations

- Oversee and manage general operations for Waterfowl Building or other properties.
- Manage any bidding processes for facilities work required.
- Meet with and coordinate any contractors hired for facility maintenance or issues.
- Arrange for annual Fire Marshall inspection and ensure facility meets requirements as needed.
- Work with volunteers and Executive Assistant to ensure facility is clean, orderly.
- Troubleshoot any smaller facilities' issues.
- Assist with any special events, Waterfowl Festival activities as needed.

Relationships

- Provide support for and participate in Board Finance Committee meetings as requested and proactively coordinate with Board Treasurer/Finance Committee Chair.
- Participate in WC Board Meetings and WF Board meeting as needed.
- Plan for and provide financial support and training for all volunteers and venues on point of sale matters during Waterfowl Festival and other special events
- Ensure timely response to inquiries by artists, exhibitors, vendors on financial matters

**Qualifications:** The Finance and Operations Manager will have at least a B.A. and a minimum of 5 years of experience in financial management and accounting.

**Location:** The position is based in Easton, MD.

**Salary/Benefits:** Salary is competitive based on experience and qualifications. Full benefits include health insurance.

**To Apply:** Application package should be emailed to [info@waterfowlchesapeake.org](mailto:info@waterfowlchesapeake.org) with *Finance/Operations Manager* in the subject line. Must include professional cover letter and resume. Waterfowl Chesapeake, Inc. is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, gender, age or sexual orientation.

**Deadline to apply: March 30, 2017 by 5pm**