



FINANCE AND OPERATIONS ASSOCIATE JOB DESCRIPTION

Job Title:	Finance and Operations Associate	Job Category:	Year Round
FLSA Status:	Exempt	Position Type:	Full-time
Reports To:	Executive Director and Director of Development	Supervises:	None
Pay Scale:	\$45,000 to \$50,000	BFOQ:	None
Expected Schedule:	40 hours/week with occasional evening/weekend hours		

ABOUT THE GALLATIN RIVER TASK FORCE

The Gallatin River Task Force is a small, but quickly growing nonprofit organization headquartered in Big Sky, Montana working to ensure the Gallatin River flows with clean, cold, and abundant water. Now and forever. We believe in the power of collaboration as reflected in our mission *to partner with our community to inspire stewardship of the Gallatin River Watershed*. Our programmatic work is designed to obtain our vision of a healthy Gallatin River watershed for future generations and includes watershed monitoring and assessment, restoration and conservation, planning, and education and outreach.

POSITION SUMMARY

The *Finance and Administration Associate or Executive Assistant* will have the primary responsibility of managing, coordinating, and reporting the organization's finance, fundraising, human resources, and volunteer tracking systems. The ideal candidate will have experience in nonprofit bookkeeping and working in environments with numerous project budgets, clients/donors, and project managers. The successful candidate will improve and maintain efficient administrative systems and reporting procedures to support the smooth running of operations.

ESSENTIAL JOB FUNCTIONS

Finance and Bookkeeping Responsibilities:

- Monthly bookkeeping and developing of financial statements;
- Coordinate and lead annual audit process;
- Assist Executive Director and Director of Development in developing the annual budget, monitor progress and changes, and provide senior leadership team with routine updates of organization's financial status;
- Manage organizational cash flow and forecasting

Development Operations Responsibilities:

- Oversee donor/volunteer database for organization and sync with Quickbooks: pull data reports and input information as needed, regularly input donor data and information and ensure proper emails and letters sent out;
- Monthly tracking of volunteer and in-kind contributions;
- Develop new ways to pull reports and input new information to track volunteers and supporters detailed information;
- Run mail merges and lead logistics for communications being sent regularly to mailing lists of volunteers, supporters and interested parties;
- Track and reply in a timely manner with mailings to supporters and volunteers, including swag and gifts, while tracking inventory for office supplies, gear, and swag



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Operations Responsibilities:

- Oversee human resources administration;
- Manage Office Calendar and other tasks as needed

EXPERIENCE AND EDUCATION REQUIREMENTS

Specific requirements include:

- Bachelor's degree with minimum 5 years of related experience.
- Bookkeeping, budgeting, and data management experience

KNOWLEDGE, SKILLS AND ABILITIES

- Exceptional written, verbal, and interpersonal communication skills.
- Strong computer skills (Quickbooks or other bookkeeping software, NeonCRM or other donor software, and Microsoft Office).
- Energetic and enthusiastic to work in a growing organization in a small mountain resort community.
- Ability to work on multiple projects, adjust quickly to shifting priorities, meet deadlines, exercise good judgment, and handle high-pressure situations.
- Outstanding organization skills and high attention to detail.
- Strong work ethic.
- Ability to work in a collaborative team environment.
- Understanding of best practices in non-profit management.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those Essential Job Functions and must be met by an employee for successful performance. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Job Functions.

- Must be able to work in a moderately noisy environment with multiple conversations and printers
- Must be able to listen, hear, write and speak in the English language
- Occasionally required to work in and adjacent to rivers and streams
- Vision abilities are required for driving which include close, distance, color, peripheral, depth perception, and ability to adjust focus
- Must be able to lift 20 pounds occasionally with assistance

If you are interested in this position, please send a resume and cover letter to:

Kristin Gardner, Executive Director: kristin@gallatinrivertaskforce.org

and

Ryan Newcomb, Director of Development: ryan@gallatinrivertaskforce.org