RIVERSEDGE WEST | FINANCE AND BUSINESS MANAGER

TYPE | Part-time hourly position, 20hr/week
LOCATION | Grand Junction, Colorado
WAGES | Based on education and experience; range is $20/hr-$22/hr
BENEFITS | 403b7 retirement plan with employer match, flexible schedule, continuing education stipend

RIVERSEDGE WEST, FORMERLY TAMARISK COALITION, IS THE LEADING NONPROFIT WORKING ON RIPARIAN (RIVERSIDE HABITAT) RESTORATION ISSUES IN THE AMERICAN WEST.

RiversEdge West has as strong reputation as a convener, educator, technical resource and supporter of communities, landowners, and land managers who are striving to make their rivers healthier. Founded in 2002, RiversEdge West employs a passionate team of 12 and manages a $1.2M budget. RiversEdge West's recent rebrand and strategic plan demonstrate the commitment this organization has to sustainability, growth, and being at the forefront of river restoration in the nonprofit sector.

RiversEdge West is seeking a creative and detail-oriented individual to join our high functioning team and help us make an impact on rivers in the West. Exceptional communication, organizational, and accounting skills are important.

The Finance and Business Manager will work in coordination with, and in support of, RiversEdge West staff on the accounting and business management aspects of the organization. RiversEdge West's new team member will be based in Grand Junction, CO providing access to the beauty of western Colorado and growing community of the Grand Valley.

PRIMARY RESPONSIBILITIES

Primary responsibilities described below may also include support for other organizational tasks and programs. This position reports directly to the Executive Director and will work in coordination with all RiversEdge West (REW) in-office and remote staff.

- Accounting and bookkeeping
  - Help REW maintain a high standard of accounting principles and practices
• Work in coordination with leadership and staff on budget vs actual analysis for REW's accounting purposes, in addition to various grants, and contracts
• Payroll/941 and state (AZ and CO) income tax reporting, unemployment insurance, 403b, W-2s and 1099s
• Pledges and tracking for contributions and grants
• Bank and credit card reconciliation, online transactions, checking and other accounts
• Expense reporting
• Accounts payable and receivable, coordinating with staff on grants and contracts

• **Business management**
  • Manage items critical to administration and nonprofit status (audits, licenses, reporting, board meetings, etc.) at both federal and state level, in coordination with leadership team
  • Support program staff in grant administration and event registration logistics
  • Generate donation and membership thank you letters
  • Manage office (office supplies, subscriptions, maintains supplies, etc.)

**QUALIFICATIONS**

Bachelor degree preferably in business, accounting, finance or related field; preferably five years of bookkeeping or accounting or similar experience; preferably experience with nonprofits.

• Familiar with nonprofit organization pledges and tracking requirements, budget vs actual analysis, and grant administration
• Proficient in QuickBooks Online Nonprofit Edition, Microsoft Office Suite including Excel
• Ability to learn and use Neon CRM

**SPECIAL JOB REQUIREMENTS**

• Must have a dependable car and valid driver’s license
• Ability to work a flexible schedule, including evenings and weekends as needed

**APPLICATION DEADLINE**

5:00 p.m. Mountain Time, April 15, 2018.

Please email cover letter, resume, and 3 references in one PDF document to Stacy Beaugh, Executive Director sbeaugh@riversedgewest.org; please write “Finance & Business Manager Application” in the subject line.