

# Position Description – Finance and Operations Director

<b>Employee Name:</b>	<b>Job Title:</b> Finance and Operations Director
<b>Employee Type:</b> Regular	<b>FTE:</b> 1.0 40 hours per week
<b>Annual Rate:</b> Program Director Wage Scale – Steps 1-10	<b>Supervisor:</b> Executive Director
<b>FLSA Status:</b> Exempt	<b>FLSA Exemption</b> Administrative
<b>Benefits Eligible:</b> Yes	<b>Position Location:</b> 1350 McKittrick Street, Ste B Wenatchee, WA 98801
<b>Effective Date:</b>	<b>Date of Last Revision:</b> September 6, 2024

**Position Summary:**

The Finance and Operations Director is a key member of the District’s leadership team and is responsible for providing the District’s fiscal and operations leadership. This position requires a variety of complex professional, managerial, and technical financial and accounting functions. Additionally, this position is responsible for oversight of general operations such as human resources, information services, asset management, and internal administration processes. The Finance and Operations Director coordinates with Cascadia staff, outside agencies, and other partners and provides support to the Executive Director and the Board of Supervisors.

**Position Qualifications:**

<p><b>Required Qualifications:</b> The education, experience, and skills necessary to perform adequately in the position.</p>	<ul style="list-style-type: none"> <li>• Bachelor’s Degree with academic training in administration, accounting, finance, or other relevant field.</li> <li>• 5+ years of experience in a progressively responsible finance environment.</li> <li>• Experience managing financial and operational activities in an organization.</li> </ul>
<p><b>Preferred Qualifications:</b> The education, experience and skills preferred, but not necessary to perform in the position.</p>	<ul style="list-style-type: none"> <li>• Demonstrated experience with cash basis accounting within local governments and knowledge of modern government accounting principals and practices; internal control procedures and management information systems; office automation and computerized financial applications; public finance and fiscal planning; payroll and accounts payable functions; budgetary, accounting, and reporting systems; GAAFR, GAAP, and GASB.</li> <li>• Experience with WA BARS accounting system.</li> </ul>

	<ul style="list-style-type: none"> <li>• Achieved or on the path to achieving a Certified Public Accountant (CPA) certificate or other certifications pertinent to government accounting.</li> <li>• Demonstrated team coordination experience with an ability to support, direct, and motivate individuals, teams, and partners on project coordination and execution.</li> <li>• Strong skills in multi-tasking and the ability to meet multiple deadlines with an exceptional standard of quality control.</li> <li>• Proficiency in written and oral communication techniques, including strong meeting facilitation skills, the ability to write clearly and explain various plans, and create internal and external summary work reports.</li> <li>• Advanced desktop computer literacy and computer software skills, with the ability to use Microsoft Word, Excel, PowerPoint, Outlook, Smartsheet, SharePoint, and QuickBase; and learn new technologies to efficiently and effectively create, track, execute, and provide oversight for finance and operations.</li> <li>• Experience with the accounting software Springbrook Express.</li> </ul>
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### Primary Job Responsibilities

Job Function:	% of Time	Essential Function:
<b>Fiscal Oversight</b>	<b>60%</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• Manage complex fiscal activities essential to the day to day function of the District. This includes but is not limited to: payroll and benefits processing, accounts payable and receivable, cash flow projections, expense reconciliation, approval processes, and monitoring fiscal health.</li> <li>• Lead development of annual budget for the District with input from District staff, including salary forecasts and funding allocations for District staff, equipment, materials, and professional services.</li> <li>• Communicate effectively with project partners, funders, and Cascadia CD team members about deadlines, deliverables, expectations, and overall financial requirements and status.</li> <li>• Provide fiscal input on grant applications to public and private organizations being developed by District staff.</li> <li>• Oversee and manage the financial status of the District’s portfolio of 40+ grants and contracts and assist staff with management of grant budgets, processes, and requirements.</li> <li>• Effectively communicate appropriate financial information to the Board of Supervisors, Executive Director, and District staff.</li> <li>• Administer agreements with partner organizations.</li> </ul>		

<b>Administrative and Operational Support</b>	<b>25%</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• Supervise the finance and admin team staff by coordinating, assigning, monitoring, and evaluating work, hiring, training, counseling, disciplining staff, and processing performance recommendations.</li> <li>• Develop, train on, and implement new internal processes for efficient operations and controls utilizing software such as Quickbase, Smartsheet, and other software.</li> <li>• Provide administrative, financial, and operational support for Board Meetings, special events, and other activities as assigned.</li> <li>• Serve as the human resources contact for District staff for District benefit programs.</li> <li>• Work with the Executive Director and other District leadership to coordinate Diversity, Equity, and Inclusion efforts; including internal meetings, board meeting updates, and interfacing with consultants.</li> <li>• Manage District Asset Inventory and fleet operations.</li> <li>• Standardize systems for a growing operation across workflow needs.</li> </ul>		
<b>Reporting and Other Duties</b>	<b>15%</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• Prepare monthly financial reports and assist with drafting documents for monthly board meetings and regular workshops.</li> <li>• Prepare the annual financial report to the Washington State Auditor’s office.</li> <li>• Serve as the Election Supervisor as appointed by the Board of Supervisors, conduct and oversee annual election.</li> <li>• Prepare other reports to appropriate agencies as needed.</li> <li>• Serve as Public Records Officer; oversee records management; document and respond to records requests.</li> <li>• Participate in team grant writing and funding development.</li> <li>• Provide input to Conservation District programs and services.</li> <li>• Other duties as assigned.</li> </ul>		

**Knowledge, Skills, Abilities, or Competencies:**

- Grant writing and fund development experience.
- Proficiency in writing and editing for a variety of audiences, using both formal and informal types of communication.
- Exceptional critical thinking skills.
- Highly developed emotional intelligence
- Knowledge of principles and practices of conservation district administration including budget preparation and sound cash management practices and principles.
- Demonstrated interpersonal communication and strong customer service skills
- Ability to operate with integrity and discretion and appropriately handle confidential information
- Ability to employ flexibility and adapt to frequent interruptions and changing priorities
- Ability to work both independently and collaboratively.

- Ability to establish and maintain effective and cooperative working relationships within the District, with outside agencies, and other organizations.
- Adherence to District policies and board governance.
- Demonstrated ability to effectively operate standard office equipment including computers, phone, and electronic messaging
- Demonstrated computer software skills, including the ability to use Microsoft Office, databases, spreadsheets, word processing, and financial management software
- Strong team attitude and approach – the ability and willingness to share ideas, to be open to the ideas of others, and work toward organizational goals and interests

**Physical Requirements:**

Specify the amount the position will be required to LIFT/CARRY frequently:	Up to 40 lbs.
Specify the amount the position will be required the PULL/PUSH frequently:	Up to 40 lbs.
<b>Indicate the rate in which this position will be required to:</b>	
Bend	Occasionally
Twist	Occasionally
Squat	Occasionally
Climb	Occasionally
Kneel/Crawl	Occasionally
Reach/Reach Overhead	Occasionally
Finger Dexterity/Fine Manipulation	Frequently
Sit	Frequently
Drive	Occasionally
Basic Life Functions	Hear, See, Speak, Stand, Walk
Unique Vision Requirement: Indicate any unique requirement of the position. (Examples: able to read and detect color coding, read fine print, etc.)	N/A
Work Setting: Indicate the work setting where duties are performed.	Office and Telework Environment (100%);
<b>Indicate the level of unique work conditions this position will encounter.</b>	
Extreme Temperatures	N/A
Fumes/Odors/Mists/Dusts	N/A
Confined Areas/Spaces	N/A

Extreme Sounds/Noises/Vibrations	N/A
Potential Hazards Exposure	N/A
Other Working Conditions	Occasional weekend or after-hours work may be required. Short overnight travel is occasionally required, 1-3 times per year.

**Equipment Utilized:**

Desktop computer literacy, to include Microsoft Office applications (Outlook, Word, Excel, PowerPoint), Internet and various other software applications used within the District for accounting, operations, and administration.

Basic office equipment including mobile smartphone, computer, printer, copier, etc.

**Please Note:** The employee must demonstrate the ability to perform the essential functions of the position with or without accommodation.

**Compensation and Benefits:**

The hourly rate for this position is set by the Cascadia CD Wage Guide approved by the Board of Supervisors at the beginning of each calendar year under the Program Director wage schedule. Employee benefits are determined annually by the Cascadia CD Board of Supervisors and currently include 100% of premiums paid for medical/dental/vision for the employee; spouse and dependent coverage is available to the employee at 50% of the cost. Benefits are through the Washington Counties Insurance Fund and includes medical, dental, vision, basic life insurance, and an employee assistance program. Retirement is through the Washington State Public Employees Retirement System, including the Deferred Compensation Program. Employee benefits include paid sick leave (8 hours per month), vacation leave (starting at 8 hours per month and increasing with length of employment), 11 paid holidays per year, and District issued cell phone. All benefits are subject to change based on Board of Supervisor policies.

The position is full-time, consisting of 40 hours per week. The work schedule is flexible but is generally Monday – Friday 8:00 am-4:30 pm with a 30-minute lunch break, though some evening and weekend work will be required. Remote work is available with the candidate expected to work out of the Wenatchee office a minimum of 1-3 days per week. Employees must reside in Washington State and be within a reasonable distance to the Cascadia CD office to meet workplace reporting requirements. Funding for this position is subject to the continuing availability of federal, state, and local grants and contracts. Additionally, as employees of a government entity, Cascadia Conservation District employees may qualify for the Public Service Loan Forgiveness Program.

**ACKNOWLEDGEMENT:** *(To be completed upon employment)*

This position description describes the essential functions and qualifications for the position. This document does not exclude the opportunity for modifications consistent with providing reasonable accommodation. This position is not a contract. Your signature indicates that you have read this position description and understand the essential functions and qualifications of the position.

_____	_____	_____
<b>Employee Name (print)</b>	<b>Employee Signature</b>	<b>Date</b>

_____	_____	_____
<b>Executive Director Name (print)</b>	<b>Executive Director Signature</b>	<b>Date</b>

**Equal Opportunity Employer**

Cascadia Conservation District is an equal opportunity employer and does not discriminate against any person on the basis of race, religion, color, gender, national origin, ancestry, age, marital status, gender orientation, veteran status, disability, or any other basis prohibited by applicable state, federal, or local laws. This policy covers all programs, services, and procedures.

**Diversity, Equity, and Inclusion**

Cascadia Conservation District is committed to providing a diverse, equitable, and inclusive workplace.

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(Employee initials)