

## PSRF Finance and Operations Manager Position Description



[Puget Sound Restoration Fund](#) (PSRF) seeks a Finance and Operations Manager to join our team to provide core support for the organization and help us achieve our many marine research and restoration goals in Puget Sound. Core to the Manager's wide range of responsibilities will be to transition PSRF to use of more integrated or updated systems (e.g., for financial management, for data storage/backup) so as to streamline our operations. Approximately 80% of the Manager's time will be spent on work related to PSRF's finances, similar to many functions provided by a controller, and the remaining 20% of the time on tasks related to other aspects of PSRF operations.

For financial management, we are seeking a more integrated system. We currently use QuickBooks for some tasks, and use of a broader set of functions within QuickBooks may meet our needs. But we are also open to use of other systems. Finance- and accounting-related tasks include: bookkeeping/account management; invoicing and bill paying; time reporting, reimbursements, payroll; quarterly organization-wide financial reports (for Board of Directors); budgeting (annual for Board, and incrementally for grant proposals); and filing annual 990 tax return in coordination with an outside CPA. The Manager will also be responsible for coordination of PSRF's financial audit that takes place every 3 years. Key to success for any streamlining and integration of aforementioned tasks will be the Manager's ability to implement updated practices without loss in functionality for PSRF financial operations.

The remainder of the tasks are related to non-financial operations of PSRF. Regarding data and file management, the Manager will be responsible for finding, implementing and transitioning PSRF to a system that we can use for data management, file storage and backup for PSRF's administrative and program-specific needs. We currently use an amalgam of Google Suite for Non-Profits, a server at PSRF's main office, and Dropbox. Part of this task will include migrating and consolidating files from the PSRF server to whatever system is selected. The Manager will be responsible for maintaining files related to PSRF's operations, and working with project staff to ensure they have sufficient space to meet their needs. The Manager will also be responsible for providing support for computing and printing needs and the main office phone system; this type of technical support can be direct or managed through an outsourced contract. They will be also responsible for: updating and tracking PSRF's catalog of assets (e.g., computers, equipment/furniture); procurement of non-program supplies; employee onboarding, records and filings (1099s); tracking and maintaining our insurance (employee healthcare, G&L, D&O, USL&H, auto, hatchery) and annual renewals (Washington Secretary of State nonprofit corporation renewal, Charitable Solicitations Renewal, vehicle registrations/tab renewals). Finally, for those tasks related to organization-wide policies and procedures, the Manager will be responsible for updating existing written policies and procedures.

The successful Finance and Operations Manager will be highly detail-oriented, skilled at communicating clearly and in a timely manner, and be an efficient individual who works well independently. The Finance and Operations Manager will work most closely with PSRF Executive Director Betsy Peabody and Deputy Director Jodie Toft. PSRF is very much a team effort, so the manager will also work with the rest of PSRF staff to support program invoicing, outreach activities and fundraising events.

This is a full-time, salaried position; salary range is \$45,000-\$60,000, commensurate with qualifications and experience. The Manager will receive PSRF's suite of competitive benefits. The primary location for

the position is the PSRF main office on Bainbridge Island (8001 Day Road West, Ste. B, Bainbridge Island, WA) with the option to telecommute 2 days per week if the person is not located near the main office.

### Qualifications

- Applicants must have proof of COVID-19 vaccination;
- Bachelor's degree and/or certificate and 2 years' experience in relevant field (e.g., finance, accounting, non-profit management), or equivalent combination of education and experience;
- Expertise using QuickBooks accounting software (Note: familiarity with QuickBooks for non-profits would be especially helpful) or a comparable system;
- Experience performing simple analytics in Excel (e.g., pivot tables, summary calculations);
- Familiarity with common computing tools, such as Google Suite and Microsoft Office;
- Success developing and managing budgets, invoicing, bookkeeping, bill paying and payroll;
- Well-established organizational and time-management skills;
- Demonstrated ability to effectively work independently;
- Excellent written and verbal communication skills;
- Additional helpful skills: website creation/maintenance and/or event planning and fundraising; and
- Last but *most certainly* not least, enthusiasm for PSRF's mission: To design, test, and spearhead in-water actions to restore Puget Sound's marine habitats, species and waters – for people and place.

### To apply

Please email a resume and cover letter to Jodie Toft ([jodie@restorationfund.org](mailto:jodie@restorationfund.org)) by **December 3, 2021**.