



PO Box 229
Willoughby, OH 44096

440.975.3870

OUR MEMBERS

Auburn Township
Aurora
Bainbridge Township
Beachwood
Bentleyville
Chagrin Falls Township
Chagrin Falls Village
Chardon
Chardon Township
Cleveland Metroparks
Eastlake
Gates Mills
Geauga Park District
Hunting Valley
Kirtland
Kirtland Hills
Lake County
Lake Metroparks
Mantua Township
Mayfield Heights
Mayfield Village
Mentor
Moreland Hills
Munson Township
Newbury Township
Orange Village
Pepper Pike
Russell Township
Solon
South Russell
Waite Hill
Wickliffe
Willoughby
Willoughby Hills
Woodmere

www.crowp.org

Chagrin River Watershed Partners, Inc. (CRWP) Manager of Finance and Administration

Who We Are

We are a nonprofit grassroots-level organization that works with communities, partners, and people to develop cutting-edge solutions to environmental challenges and advance sustainability. Using science-based, creative solutions to undo damage to the environment and preserve nature, our dedicated and highly skilled team works to enhance quality of life and solve costly flooding, erosion, and water quality problems. Focused on protecting delicate ecosystems that provide clean water and sustain life, we connect resources to produce real progress in restoring and protecting the Chagrin River, our great Lake Erie, and other Ohio watersheds.

We co-lead the Central Lake Erie Basin Collaborative, a unique network of organizations working together to accelerate progress toward healthy watersheds, communities, and Lake Erie. Through this collaboration, our team provides technical support to watershed organizations and communities across Ohio's Central Lake Erie basin from the mouth of Sandusky Bay to the western Pennsylvania border.

Currently representing 35 member cities, villages, townships, counties, and park districts and over 91% of the land area in a 267-square mile watershed draining to Lake Erie east of Cleveland, Ohio, Chagrin River Watershed Partners' approach involving community decision-makers and collaborative partnerships is key to our success. Founded in 1996 (over 29 years strong), we have protected or restored over 946 miles of streams and stream corridors, planted 64,000 native trees and shrubs, and prevented 303 billion gallons of untreated stormwater runoff from reaching streams and Lake Erie.

We thank you for your interest and hope you'll consider joining us in our mission to protect, restore and create a sustainable future within Ohio!

Our Goals

- Protect high quality streams, wetlands and natural areas and restore those that have been degraded to sustain people and communities.
- Reduce flooding, erosion and water pollution using nature-based solutions that support community resilience.
- Enhance fishing, hiking, boating and recreation to support a high quality of life.
- Regional planning to sustain healthy watersheds and communities.

Our Services

- Develop strategic partnerships, leverage funds and work with partners to protect and restore nature, reduce flooding, and enhance parks.
- Provide model codes, regional planning, and technical support to support community resilience and sustainable development.
- Help communities comply with environmental regulations.
- Research and test innovative solutions to environmental problems.
- Engage and empower people and communities to steward streams and natural areas.

Position Summary

Reporting to Director-level staff and working with the Manager of Outreach & Communications and the entire CRWP team, the Manager of Finance and Administration will play an essential role in a close-knit team of nine staff members, two AmeriCorps members, consultants, and partners. They will be a self-starter, think creatively about non-profit management, and have the opportunity to participate in the future growth of the organization. They will be responsible for financial and operational systems, processes, administration, and internal controls. The position's primary goal is to ensure the day-to-day business and financial operations of the organization run effectively and efficiently. Our staff works mostly remotely as a fully collaborative and creative team in service to our mission, which includes participation in fundraising activities, program outreach, and other support as necessary. The right candidate will be able to hit the ground running as soon as possible.

Responsibilities

- **Bookkeeping & Accounting:** Maintain and manage all accounts payable/receivable transactions, controls, record-keeping, prepare payroll for the outside payroll service, and ensure that payroll taxes and related filings are processed.
- **Financial Management:** Develop and monitor the annual budget in conjunction with the Executive Director, administer and review financial plans, monitor budgetary progress and changes and keep senior leadership and the Board of Directors informed of the organization's financial status, coordinate with the annual audit with an independent CPA, prepare the financial statements and IRS Form 990, produce monthly Treasurer's reports and cash flow analysis and forecasts, process payments, perform banking functions and reconcile accounts, assist with investment planning, performance review, and management, update and implement finance, accounting and procurement policies.
- **Grant Management:** Prepare the Federal Indirect Cost Rate Proposal and negotiate agreement, assist with grant submissions and grant reports, track grant cycles and payments, review expenses charged to grants and adjust to ensure correct allocation and compliance with Uniform Guidance and other requirements, and communicate with funders as needed.
- **Contract Management:** Ensure billing schedules are adhered to, generate invoices, track payments, and track the life cycle of contracts.
- Train and oversee staff who assist with bookkeeping, benefits, and administrative functions.
- Manage local, state, and federal agency registrations, and maintain all profiles and accounts for grants, benefits, payroll, and payroll-related requirements.
- Procure, oversee, and manage all personnel benefits and maintain their records.
- Provide accounting and bookkeeping support for partner organizations.
- Co-lead staff onboarding.
- Assist with overseeing a risk management program, including purchasing appropriate insurance coverage, maintaining strong internal controls to prevent fraud, and managing decision processes to minimize risk.
- Lead and manage information technology services and support.
- Assist with inventory and purchasing.

Qualifications

Required Skills and Experience

- Ability to learn quickly, take initiative, effectively solve problems, and work well alone or with a team.
- Ability to multi-task and wear many hats in a fast-changing environment.

- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Personal qualities of empathy, integrity, credibility, and ability to work well under pressure.
- Significant experience in accounting, bookkeeping, nonprofit financial management, or related field.
- Knowledge of finance, accounting, budgeting, and cost control principles.
- Knowledge of tax and other compliance implications of 501c3 nonprofit status.
- Intermediate to expert proficiency in QuickBooks Online and QuickBooks Time or similar accounting software.
- Proficiency in Microsoft 365, including Excel.
- Ability to attend evening or weekend meetings on an occasional basis.
- Availability of personal vehicle for occasional work-related travel. Mileage will be reimbursed at the federal rate.

Preferred Skills and Experience

- Experience with nonprofit accounting, including familiarity with the Unified Chart of Accounts and Generally Accepted Accounting Principles (GAAP).
- Experience with state and federal grant management.
- Experience in office management, human resources, benefits and/or related administration.
- Bachelor's degree in accounting, business or nonprofit administration, or related field.

Work Location

- Hybrid.
- Office location: 35350 Lakeshore Boulevard, Eastlake, Ohio, 44095.

Salary & Benefits

- Starting salary range: \$73,000 - \$83,000, commensurate with experience.
- 40 hours per week.
- Paid vacation leave, sick leave, and holiday leave.
- Medical coverage, including dental and vision.
- Short and Long-Term Disability.
- SIMPLE IRA retirement plan.
- Fast-paced, energetic work environment.
- Equal opportunity employer.

How to Apply

Applications will be accepted on a rolling basis until the position is filled. If you are interested in being a part of our team and think that Chagrin River Watershed Partners would be a good fit, please send a cover letter and resume to chagrin@crwp.org telling us about yourself and your work experience and what motivates you about this opportunity. Please write in the subject line: APPLICATION FOR MANAGER OF FINANCE AND ADMINISTRATION.