



44129 Sterling Highway | Soldotna, AK 99669 | 907-260-5449 | www.kenaiwatershed.org
Working Together for Healthy Watersheds on the Kenai Peninsula

About Kenai Watershed Forum:

The Kenai Watershed Forum (KWF) is a 501(c)3 non-profit organization and is recognized as the regional watershed organization of the Kenai Peninsula, successfully identifying and addressing the needs of the region by providing high quality education, restoration, and research programs. KWF’s mission is “working together for healthy watersheds on the Kenai Peninsula.” KWF is a dynamic organization dedicated to our rivers, streams and surrounding communities of the Kenai Peninsula and State of Alaska for current and future generations. We support a flexible and accommodating work environment and provide a substantial benefit package, including health reimbursements, employee cell phone, generous paid leave, and unpaid leave.

Job Title:

Accounting Manager, Full-time 32-40 hrs. /week plus competitive benefit package, pay \$26 – \$30 / hr. DOE.

Recruitment Dates:

This position will remain open until filled, with review of applications beginning immediately.

Position Summary:

KWF is pleased to announce an opening for an Accounting Manager to oversee all financial operations of the Forum and its programs to further KWF’s overall mission and vision. KWF’s annual budget is variable, but in the range of \$700,000 - \$1,000,000. This position reports directly to KWF’s Executive Director. KWF’s staff work in a highly collaborative environment, with a diversity of partners, supporters, and community members. The candidate may also be expected to work independently and should be a self-starter capable of communicating technical and non-technical information to a variety of audiences. Like all positions at KWF, this position may also be required to assist the organization in a number of programs.

Core responsibilities:

- Establish, implement and monitor financial, accounting and related information systems.
- Advise the Executive Director, the Finance Committee, and the Board of Directors with respect to financial conditions and trends of the organization; prepare reports for the Board.
- Work with the Executive Director to oversee the development of the annual budget and monitor performance against budget.
- Directs and ensures proper preparations for the annual financial audit.
- Prepare monthly/quarterly financial statements and ensures their accuracy and timeliness
- Ensure maintenance of effective internal controls to assure safeguarding of assets and reliability of financial statements.
- Processes grant documents, tracks grant reporting requirements, and assists all staff in preparing reports.
- Prepare, record, and process accounts payable and cash disbursements.
- Prepare, record, and process accounts receivable and cash receipts.
- Prepare allocation tables for indirect expenses and revenue items as needed.
- Perform monthly bank reconciliations.
- Prepare and process payroll and deductions schedules.

- Posting of accounts to the General Ledger for: Accounts Receivable, Cash Receipts, Accounts Payable, Cash Disbursements, and Payroll.
- Reviews open invoice reports, follow up with a schedule of payments or adjustments.
- Ensures compliance with all financial and contract reporting requirements for private or public funding, licensing, or regulatory agencies.
- Assists in resolving accounting and financial problems and/or issues.
- Prepare financial reports for grants and contract as described in the agreements.
- Ensures complete and up-to-date operating procedures for all accounting and financial controls.
- Staffs the Budget and Finance Committee of the Board as needed.
- Reviews all receipts and disbursements, ascertains correct account distribution and ensuring all support documentation is accurate and in order.
- Perform additional duties as requested by the Executive Director.

Qualifications:

- Bachelor's degree with emphasis on accounting; CPA desirable.
- Five or more years of increasingly responsible financial management/accounting experience.
- Experience in nonprofit, fundraising organizations, and with endowments is strongly preferred.
- Thorough understanding of nonprofit accounting, bookkeeping, and financial management information.
- Working knowledge of recent GAAP pronouncements as they pertain to nonprofit organizations.
- Strong communications skills and demonstrated ability to communicate effectively with audiences ranging from corporate executives, to educators, and community members.
- Experience with QuickBooks accounting system.
- Knowledge of the Kenai Watershed Forum mission, history, performance and role in the community.

How to Apply:

To apply by mail, please submit a cover letter, resume, and no more than three professional references to:

Kenai Watershed Forum
 Attn: Executive Director
 44129 Sterling Highway
 Soldotna, Alaska 99669

Alternatively, you may apply by submitting an email with the subject line “Accounting Manager” to

Mitch Michaud at: branden@kenaiwatershed.org

Questions?

Questions regarding this announcement may be sent to branden@kenaiwatershed.org or at 907-260-5449 ext.1206.

Special notes:

“The Kenai Watershed Forum does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.”