



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 nonprofit 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, retirement matching contributions (Simple IRA), employee cell phone, generous paid leave, and potential for 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 mission-orientated activities.

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 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 payroll reports.

- Posting of accounts to the General Ledger for: Accounts Receivable, Cash Receipts, Accounts Payable, Cash Disbursements, and Payroll.
- 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.
- 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 or similar field, or appropriate professional experience.
- Three 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.
- Strong experience with QuickBooks accounting system and Microsoft Office suite (i.e. Word, Excel, PowerPoint), and working knowledge of Google Workspace.
- 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 including those documents listed above and with the subject line “Accounting Manager” to:

Branden Bornemann, Executive Director
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.”