



FINANCE & ADMINISTRATION MANAGER

Job Description: The Finance & Administration Manager is responsible for the day-to-day financial and administrative functions that support the Methow Valley Citizens Council. Working closely with the Executive Director and contracted financial professionals, this position manages accounts payable and receivable, payroll, banking, financial recordkeeping, grant-related financial administration, organizational policies and procedures, human resources administration, records management, office and facility operations, information technology, and donor and member database systems.

The ideal candidate is highly organized, detail-oriented, self-motivated, and comfortable managing multiple responsibilities with accuracy and discretion. This position requires strong communication and interpersonal skills, sound judgment, and the ability to work independently while collaborating effectively with staff, contractors, vendors, and board members. The Finance & Administration Manager supervises the Program Administrative Coordinator and reports to the Executive Director.

Reports to:	Executive Director
Supervisory:	Program Administrative Coordinator
Status:	20 hrs/week, hourly, non-exempt
Compensation:	\$29-\$34/hour DOE
Benefits:	Health stipend, cell phone stipend, generous vacation
Work Location:	MVCC office in Twisp, with flexibility for remote work

Duties and Responsibilities

Finance & Financial Administration (40%)

- Work with the Executive Director and contracted financial professionals to support implementation and monitoring of the annual organizational budget; process monthly payroll; monitor income and expenses, review financial reports, maintain accurate financial records and documentation; and identify discrepancies or issues to the Executive Director.
- Manage accounts payable and receivable, including reviewing and processing invoices and payments; manage bank deposits, transfers, and grant draw-downs; and ensure operational expenditures are properly documented and consistent with organizational policies.
- In coordination with the Executive Director and program staff, support government and foundation grants through financial tracking, documentation, and reporting including providing

financial information for grant proposals, reports, audits, and other organizational requirements.

Administration & Human Resources (20%)

- Oversee administrative aspects of employee hiring, onboarding, and offboarding; maintain confidential personnel and employment records; and coordinate with the Executive Director and appropriate service providers on benefits, payroll, and other personnel administration.
- Develop, maintain, and implement organizational policies, procedures, handbooks, and supporting Standard Operating Procedures; serve as a resource to staff on organizational policies, procedures, and administrative systems; and identify and implement improvements to administrative workflows.
- Supervise and support the Program Administrative Coordinator and office volunteers, including establishing priorities, providing guidance, and ensuring effective coordination with program staff.
- Maintain organizational electronic and paper filing systems in accordance with the Document Retention and Destruction Policy.
- Serve as a welcoming point of contact for general organizational inquiries, routing questions to the appropriate staff member, and contribute to events and outreach opportunities as needed.

Office, Facilities & IT (20%)

- Oversee the regular maintenance, organization, and day-to-day operation of the MVCC office and facility, including office supplies, inventory, equipment, contracted IT support, and other systems; arrange for service or repair as needed.
- Maintain positive and professional relationships with vendors, contractors, service providers, members, partners, and other stakeholders.

Database & Organizational Records (20%)

- Maintain accurate donor and member records and support database accuracy and hygiene through consistent data entry, record maintenance, deduplication, and gift processing.
- Generate donor and member acknowledgement letters and maintain organizational records in accordance with organizational policies.

Desired Qualifications, Experience, and Competencies

- Familiarity with and demonstrated passion for the mission of the Methow Valley Citizens Council and environmental conservation.
- 3+ years of experience in nonprofit administration, finance, office management, or a related field.
- Demonstrated experience with financial administration, bookkeeping, payroll, or related organizational financial functions.
- Strong organizational and time-management skills, with a proven ability to manage multiple priorities and administrative deadlines simultaneously.

- Excellent written and verbal communication skills.
- Strong interpersonal skills and ability to remain calm, courteous, and focused when managing changing priorities or challenging circumstances.
- Strong attention to detail and commitment to accuracy.
- Current computer and IT skills or ability to learn the systems necessary to carry out office and administrative responsibilities, including Microsoft Office 365, QuickBooks, Adobe, and Little Green Light management.
- Ability to maintain confidentiality and exercise sound judgment when handling financial, personnel, donor, and organizational information.
- Strong work ethic, initiative, and ability to work independently while collaborating effectively with others.

To apply: Send cover letter and resume to rebekah@mvcitizens.org specifying “Finance & Administration Manager” in the subject line. Applications received by **October 14** will be prioritized. No phone calls, please.

MVCC is committed to building an inclusive workplace for people from all backgrounds. As an equal opportunity employer, MVCC does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or any other legally protected status.

About MVCC: The mission of the Methow Valley Citizens Council is to raise a strong community voice for the protection of the Methow Valley’s natural environment and rural character. Established in 1976, MVCC has since garnered strong community support as advocates for progressive land use and environmental values in the Methow Valley. The healthy rural character of this community – with low-density development, considerable open space, and clean air and water – has been preserved in significant part through MVCC’s advocacy on land use planning and public land issues. Today, MVCC maintains its role as a watchdog organization, while lending its expertise in distilling complex issues and convening constructive dialogue to local and regional coalition-building efforts.