



## Manager, Business and Finance

### Summary

- Title: Manager, Business and Finance
- Hours: Full-time, exempt
- Compensation: \$60,000 - \$67,500/annually
- Benefits: 100% employer-paid medical, dental, and vision insurance premiums; generous employer 401(k) contribution; liberal PTO; flexible work environment; annual professional development stipend
- Location: DC Metro region. Must be willing/able to work from the RAE Office in DC one day a week.

### Background

About Restore America's Estuaries

[Restore America's Estuaries](#) (RAE) is a national alliance of 10 coastal conservation groups dedicated to restoring and preserving America's estuaries and coasts. RAE is a powerful voice for coastal habitat restoration in the nation's capital. RAE and its member organizations restore coastal habitats nationwide. We have unmatched national reach and effectiveness; our local projects restore coastal wetlands, open fish passages, remove invasive species, build living shorelines, transplant seagrasses, replant salt marshes, and restore shellfish habitat.

As the leader of a national alliance, we provide a unified voice for coastal and advance the science and practice of habitat restoration through on-the-ground projects, groundbreaking science, high-level meetings, and our biennial [RAE Coastal and Estuarine Summit](#).

### Summary

The Manager, Business and Financial will serve as RAE's key administrative person responsible for tracking and reconciling financial statements, preparing for the annual audit, paying bills, managing benefits, serving as the point of contact on personnel issues, working with IT vendors and ordering supplies, etc. This position requires a highly dynamic individual who thrives on collaboration, excels at multitasking, and pays close attention to detail and timeliness in a fast-paced work environment. The nature of this position requires a team player with strong communication skills and a positive attitude. This person will report to the Senior Director of Restoration and Administration and have regular interaction with all members of the RAE staff and the RAE President and Board of Directors. The position will need to work from the RAE office once a week, which is in downtown DC.

### Responsibilities

The Manager, Business and Finance will work with the Senior Director of Restoration and Administration, President, Board, and staff to manage financial and assigned administrative operations of Restore America's Estuaries including accounts payable, accounts receivable, general ledger, and financial reporting, and oversight of payroll administration and benefits. Identify and ensure internal controls and best practices for accounting related functions. This person will be responsible for maintaining the integrity of the General Ledger while ensuring accurate and timely accounting (in compliance with GAAP), and paying bills in a timely fashion.

Responsibilities include:

### Financial Administration

- Perform accounting transactions through QuickBooks Online including accounts payable and receivable, deposits, transfers, temporarily restricted funds releases, and monthly bank reconciliations.
- Assist in providing timely and accurate financial reporting and forecasts for President, Board of Directors, and Executive Committee.
- Assist in managing a \$4-6 million budget, including financial reporting, government drawdowns, joint-cost allocations, tracking and billing, and invoice approval.
- Assist staff with grants management, donor tracking, and financial reporting.
- Manage vendor account records; issue and file 1099 forms where appropriate.
- Manage annual Single Audit and Form 990 tax preparation work with external auditors including production of financial reports and schedules; establish and maintain internal controls procedures to comply with financial laws, regulations, and requirements, and adhere to generally accepted accounting principles (GAAP) and standard nonprofit accounting practices.

### Human Resources

- Manage bi-weekly payroll processing.
- Administer employee benefits, including medical, dental, and vision insurance, FSA benefit management, and 401k enrollment.
- Assist with yearly contract negotiations with benefits vendors and roll-out and management of new benefits products.
- Maintain all employee records according to federal and state regulations.
- Submit monthly 401k contributions, as well as complete year-end Non-Discrimination Testing and Form 5500.
- Support annual review process and produce annual benefits summaries.
- Act of point of contact for staff regarding benefit, personnel, and human resource questions; liaise with President and Board on any issues regarding discrimination.
- Ensure compliance with all federal and state employment laws and regulations for all the states in which RAE has employees.

### Organizational Administration

- Act as liaison for all information technology functions, including purchases, security, and enhancements.
- Maintain office equipment and inventory of supplies, ordering supplies as needed.
- Continuously expand knowledge and capability to meet the organization's growing needs.
- Arrange three Board of Directors' meetings per year, including production of Board meeting financial materials and coordination of meeting logistics.
- Participate in special projects and perform additional duties as assigned.
- Monitor all federal, state, and 501(c)(3) related filings.

## Qualifications

Candidate must meet either / or combination of the following qualification:

- At least five years' experience in finance and administration, preferably with a non-profit including experience with GAAP, accounting, and general ledger procedures.

- Knowledge of federal and state wage and labor laws and HR best practices; experience procuring and managing benefits strongly preferred.
- Ability to work effectively, both independently and in a team environment, in an atmosphere of multiple projects, shifting priorities, and deadline pressures.
- Self-starting and comfortable working remotely in virtual work environment with a nationwide team.
- Ability to be flexible, detail oriented and able to prioritize.
- Ability to handle work volume with strong attention to detail, outstanding numerical accuracy and meticulous follow-through.
- Excellent verbal and written communication skills. Ability to communicate effectively, courteously, and professionally with a variety of individuals including board members, vendors, partners, donors, and staff; strong sense of discretion when dealing with confidential or personnel matters.
- Strong, strategic, and creative problem-solving, research and analytic skills.
- Superior knowledge of and experience with accounting software; experience with QuickBooks Online and QuickBooks Online Full-Service Payroll strongly preferred.
- Strong understanding and application of computer technology with proficient use of programs including Microsoft Office Excel and other programs to efficiently accomplish work.
- Enthusiasm, energy, and excellent time and task management skills.
- Capacity to work effectively and efficiently in a support function in a program-oriented, mission-driven organization with a diverse portfolio of work.
- Passion for RAE mission and the marine environment.
- Fluency in spoken and written English.
- Must have prior authorization to work in the United States without sponsorship.
- Willing to undergo a background check.

## Application Instructions

Please send a cover letter and resume to [apply@estuaries.org](mailto:apply@estuaries.org), with Manger, Business and Finance in the subject line. Resumes will not be considered without a cover letter. Position is open until filled. RAE is an Equal Opportunity Employer; women, minorities, and individuals with differing abilities are particularly encouraged to apply. If you meet at least 75% of the qualifications of this description, we encourage you to submit an application. Candidates selected for an interview will be notified on a rolling basis. Please email [apply@estuaries.org](mailto:apply@estuaries.org) for accommodation requests regarding the application process.