

Watershed Agricultural Council

Agriculture ♦ Forestry ♦ Conservation Easements ♦ Economic Viability

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nycwatershed.org



WAC Finance Director Administrative Exempt Employee Position Description

The Finance Director serves as the Chief Financial Officer responsible for overseeing, directing and administering all financial operations of the Watershed Agricultural Council (WAC) and its affiliate, the WAC Conservation Easement Stewardship Endowment Fund. This position works closely with all Department Directors and Program Managers and serves as a member of the executive team. The Finance Director is a strategic partner who ensures that the organization's long-term and short-term financial objectives are achieved.

Education and Experience Requirements:

- Bachelors degree or higher in accounting; MBA or CPA preferred
- Extensive knowledge of generally accepted accounting principles relevant to non-profit organizations
- Experience with integrating IT/Systems to improve accounting productivity and accuracy
- Strong Excel skills and ability to learn new systems; experience with Abila/MIP a plus
- Minimum of five years of accounting experience with supervisory responsibilities
- Experience working with external auditors, compliance and regulatory oversight
- Commitment to results; 'can-do' mindset; outstanding problem-solving ability
- Ability to work as a team member and support the programmatic functions of the organization
- Collaborative work style, with a customer service orientation
- Excellent analytical, communication and presentation skills; ability to explain financial terms and concepts in simple language
- Sense of humor, integrity, personal sense of accountability and motivation to understand the perspectives of others
- Contract and grant management as well as fund accounting experience preferred; proven record of meeting deadlines
- Genuine interest and understanding of WAC's mission
- Must have a valid and current driver's license

Duties and Responsibilities:

- Provides strategic vision, planning and oversight of WAC's financial performance in alignment with WAC's board-approved strategic plan.
- Serves as the leader for the WAC finance department to oversee \$16M-\$18M annual consolidated budget.
- Directly reports to the Council on the financial operations of the organization and updating on critical issues.
- Manages all funds of the Watershed Agricultural Council.
- Manages all financial needs of WAC including: monthly accounting close; financial reporting to funding sources, management and leadership, and; support for program staff to help them manage to their respective budgets.

- Supervise payroll services for payment of Council employees and timely payment and reporting to federal and state taxing authorities.
- Manage and ensure reconciliation of all accounts, ledgers, balance sheets, and reporting systems
- Oversees the delivery of the monthly financial reporting package along with analysis of key performance indicators to help leadership identify and understand financial measures important to their decision making.
- Liaises with Program Department leaders to help them understand the financial reports for their programs so that they can manage to their budgets
- Leads the annual organizational budget process in collaboration with the Executive Director, Program and Finance Staff members.
- Develops and maintains cash forecasting tools to help leadership ensure that all financial commitments are met in a timely manner.
- Work with the WAC audit committee to perform periodic performance audits of subcontractors.
- Manage annual risk analysis and renewal / revision of all insurance policies for both organizations.
- Ensure all WAC expenditures comply with funding contract requirements and WAC procurement procedures.
- Oversees maintenance of WAC financial databases that document program activity and financial assets.
- Develops, implements and monitors appropriate internal controls; updates documented financial policies and procedures.
- Responsible for meeting all local, state and federal compliance requirements.
- Manages all required audits as well the annual IRS Form 990 for both WAC and the WAC Conservation Easement Stewardship Endowment Fund; serves as direct liaison with audit/tax firm.
- Create performance expectations, manage financial processes, and hold people accountable for the agreed upon activities and timetables
- Develops workflows that improve overall efficiency
- Supervises staff as assigned, not limited to Finance and including the Database Administrator.

Reporting Relationships:

- Reports to the Executive Director
- Works closely with the Finance Committee, WAC Treasurer, DEP representatives and Audit and Regulatory Committee.