



## **Finance & Accounting Manager**

### **Job Description**

The Conservation Resource Alliance (CRA) is seeking a Finance & Accounting Manager to manage day-to-day financial operations and support the organization's financial health. Reporting to the Executive Director, this full-time position leads accounting, budgeting, financial reporting, compliance, and related operational systems that support CRA's mission. The role requires strong financial management, sound judgment, and the ability to translate financial information into clear insights for decision-making. The successful candidate must be comfortable handling both day-to-day accounting tasks and higher-level financial oversight in a small, hands-on nonprofit environment. This role is a good fit for someone who values mission-driven work and enjoys collaborating with program staff to ensure strong financial stewardship of conservation projects.

### **Primary Responsibilities**

#### *Bookkeeping & Accounting*

- Manage all day-to-day bookkeeping, including accounts payable/receivable, payroll, general ledger, and bank reconciliations
- Prepare and submit required payroll, sales, and other federal and state tax filings
- Maintain audit-ready financial records
- Work with CRA's contracted accounting firm to complete an annual audit and required filings, including Form 990

#### *Grant Management*

- Use Salesforce and coordinate with staff to track grants
- Manage grant reimbursement requests, including cost tracking, documentation, and compliance with federal, state, and private funding requirements
- Track restricted vs. unrestricted funds and ensure proper allocation across projects
- Prepare and submit financial reports required by grant funders
- Maintain required grant compliance systems and registrations (e.g., SAM.gov, NICRA)

#### *Budgeting & Financial Reporting*

- Lead the budgeting process in collaboration with the Executive Director and relevant staff
- Develop and manage the organization's labor allocation plan, aligning staff time and personnel costs across grants and funding sources
- Support grant budgeting, financial reporting, and invoicing across numerous grants
- Prepare and present quarterly and year-end financial reports to the Finance Committee

#### *Operations & HR*

- Maintain and strengthen internal controls to ensure financial integrity and reduce organizational risk
- Administer employee benefits, including health, retirement, and incentive programs
- Support the Executive Director in ensuring compliance with employment laws and personnel policies
- Provide financial analysis to support planning and decision-making

### **Qualifications and Skills**

- Bachelor's degree in accounting, finance, business or related field; equivalent experience considered
- Minimum five years of financial management experience, preferably in the nonprofit sector
- Strong knowledge of fund accounting, payroll, and cash management
- Understanding of nonprofit compliance and reporting requirements
- Grant management and reporting experience
- Proficient with financial software (QuickBooks, Excel, database management systems); experience using Salesforce preferred
- Experience supporting and presenting to a Board of Directors
- Excellent analytical, problem-solving, and judgment skills
- Strong communication and interpersonal skills
- High level of attention to detail and accuracy
- Ability to work collaboratively in a team-oriented environment
- Commitment to unwavering integrity and confidentiality
- Ability to work occasionally outside normal business hours for board meetings or events
- Must be able to pass a background check

### **Location and Schedule**

This is a full-time position based at CRA's primary office located at 10850 E Traverse Hwy, Traverse City, MI 49684. The successful candidate will follow a standard, yet flexible Monday through Friday schedule, with occasional evening and weekend work required.

### **Compensation and Benefits**

The salary range for this position is \$70,000 - \$85,000, commensurate with skills and experience. CRA offers a full range of employee benefits, including group health insurance, SIMPLE IRA with employer match, a competitive paid time off package, and an incentive compensation plan.

### **To Apply**

Send cover letter and resume to [applicants@rivercare.org](mailto:applicants@rivercare.org) with "Finance & Accounting Manager" as the subject line. References will be requested for final candidates. The deadline for applying is Friday, May 15, 2026. Preferred start date is October 1, 2026.

A 501(c)(3) Nonprofit Organization

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