



Finance Manager

Job Description

Conservation Resource Alliance (CRA) is seeking a Finance Manager to lead the organization's day-to-day financial operations and ensure CRA's long-term 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
- Proficient in QuickBooks and Excel, with an advanced level preferred
- Experience using Salesforce or comparable CRM software
- Understanding of nonprofit compliance and reporting requirements
- Grant management and reporting experience
- 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 full-time position is based out of CRA's office in Traverse City, MI. CRA offers a flexible Monday through Friday work schedule, with occasional evening and weekend work required.

Compensation and Benefits

The base salary range for this position is \$75,000 - \$85,000, commensurate with skills and experience. CRA offers a competitive benefits package, including group health insurance, a SIMPLE IRA with an employer match, a generous paid time off package, an incentive compensation plan, and flexible work arrangements.

To Apply

Send cover letter and resume to applicants@rivercare.org with "Finance Manager" as the subject line. References will be requested for final candidates. The application deadline is Friday, September 18, 2026 with a preferred start date of November 2, 2026.

A 501(c)(3) Nonprofit Organization

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