

**Westport River Watershed Alliance**  
**POSITION DESCRIPTION**

**TITLE:** Development and Finance Administrator

**REPORTS TO:** Executive Director

**SUMMARY:** The Development/Finance Administrator is an energetic, amicable, and highly organized individual who provides key support in diverse areas of WRWA's operations. The individual will work both independently and with other WRWA staff and volunteers. She or he will often be the first face and voice of the organization that the public will encounter. The individual will receive training and will have the opportunity to learn about nonprofit management.

**DUTIES AND RESPONSIBILITIES:**

The Development/Finance Administrator is largely responsible for two important duties:

- 1) Fundraising administration and staff support;
- 2) Bookkeeping and financial oversight

***Administrative and staff support duties***

- Greet and direct office visitors, answer main office telephone system, respond to requests for information and/or forward messages to appropriate staff.
- Process donations, membership fees, and other donations
- Prepare acknowledgement letters and other correspondence
- Maintain foundation, corporation, and individual donor database(s) and files
- Create monthly fundraising reports and other database reports as needed
- Receive and distribute all incoming mail and coordinate outgoing mail, including bulk mailings, spring and year-end appeal letters, and courier services.
- Maintain guest lists, gather and prepare registration materials, and other duties as assigned for fund-raising events.
- Provide meeting support as needed.
- Help develop and maintain office filing system.
- Respond to staff requests for administrative support as needed.
- Ensure all office equipment is functioning and service contracts are maintained.

***Bookkeeping Duties***

- Enter and manage all financial transactions in QuickBooks in a timely and accurate manner.
- Process, mail and track invoices and payments.
- Record and deliver deposits.
- Reconcile bank accounts.

- Comply with local, state, and federal government reporting requirements, including filing quarterly sales tax reports as required
- Maintain inventory for office supplies within budget.
- Assist with review of administrative procedures and development of systems to assure compliance by all staff (e.g., time sheets, petty cash, copier use, etc.).
- Assist with research and cost comparisons for vendors to maintain cost effectiveness and quality, including technology and computer support.
- Assist in preparing and maintaining payroll information and serves as the primary contact for WRWA's payroll administrator.
- Work with Board Treasurer and CPA to prepare information as required for annual audit, Form 990 and the annual state application for charitable exemption and the local exemption from real estate taxes.
- Assist executive director and treasurer prepare financial statements for board and executive/finance committee meetings and as otherwise requested.

**QUALIFICATIONS:**

- At least an associate degree and preferably a bachelor's degree or the equivalent combination of experience and education.
- Minimum one year office administrative support experience and/or bookkeeping experience preferred.
- Excellent organizational and communication skills (oral and written) and ability to excel at details, multi-tasking and working under pressure.
- Experience in use of software programs such MS Word, Excel and QuickBooks.
- Ability to handle financial information with sensitivity, integrity and confidentiality.
- Ability to work independently and in a team.
- Exceptional interpersonal skills.
- Grant writing and/or event management strongly preferred.

Reference checks will be made only after a candidate has granted such permission.

This is a full time position.

Health benefits are available.

WRWA is an equal opportunity employer and encourages applicants of any race, color, ancestry, national origin, disability, religion, age, socioeconomic status, sex and sexual orientation to apply.