



POSITION: Finance & Operations Manager

Exciting opportunity to join the team at a dynamic environmental nonprofit

Who we are: OARS is the watershed organization for the Sudbury, Assabet and Concord Rivers in MetroWest/Central Massachusetts. OARS uses research, advocacy, and education to ensure that these beautiful rivers will continue to provide clean and abundant water, exceptional recreational opportunities, and rich wildlife habitat for the benefit of all our communities—all within a short drive of Boston, Lowell, and Worcester. For 35 years our science-based advocacy has had a major impact on cleaning up our rivers and building climate resiliency. www.oars3rivers.org

This position is 20 hours/week, hybrid or in-person at OARS' office in West Concord, Massachusetts.

The role: OARS seeks a motivated, collaborative and organized professional for the part-time position of Finance and Operations Manager. The Finance and Operations Manager is responsible for grant and financial management, and other administrative tasks to meet OARS' financial needs and accountability, achieve our mission, and maximize our impact in the community.

Reports directly to the Executive Director and works closely with the Development Director and various Board Committees.

Core Responsibilities & Scope

Finance & Budgeting

- Manage and oversee organizational daily bookkeeping tasks, accounts payable and accounts receivable
- Develop and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; oversee all financial, project/program and grants accounting, working closely with Executive Director, Treasurer, Finance and Executive Committees as needed
- Coordinate and support the annual tax preparation and financial review process, liaise with external auditor and Finance Committee
- Develop the annual budget in conjunction with the Executive Director; administer and review all financial plans and budgets; monitor progress and changes in organization budgets and cash flow, and keep leadership team abreast of the organization's financial status.
- Work with Executive Director to develop project budgets; track progress and changes in project budgets and keep leadership team abreast of the financial status of projects.
- Process contractor 1099 and company 1096 forms in a timely fashion
- Process payroll and benefits through outside contractor, keep abreast of payroll tax laws
- Update and implement all necessary business policies and accounting practices; suggest and implement improvements to accountability and efficiency as needed

- Oversee any administrative or bookkeeping staff, contractors, services or volunteers associated with the above duties.
- Effectively communicate and present critical financial matters

Operations management

- Act as point person for office lease, equipment, insurance and other administrative records

Additional duties

- Coordinate with other staff to ensure efficient operations consistent with OARS' goals
- Participate in a team-based office culture
- Support OARS activities and events as needed

Qualifications & Skills:

This position requires strong financial, operational administration and organizational skills relevant to a nonprofit organization, paired with a proven track record of problem-solving and creativity.

- Sufficient work experience to have acquired the skills described in this position posting
- Demonstrated experience managing basic accounting procedures, preparing monthly and annual financial statements required, nonprofit accounting a plus
- Experience with grant financial management
- Experience with financial review/audit, legal compliance, and budget development
- Strong QuickBooks and Excel proficiency required
- Meticulous attention to detail and an ability to adhere to deadlines and follow-through
- Experience with Bloomerang or other CRM a plus
- Tech savvy, with experience using information technology systems a plus
- Self-starting and highly organized
- A dedicated team player who works well in a dynamic, resourceful, and nimble environment
- Demonstrated and lived commitment to fostering a culture of equity and inclusion with a workplace or volunteer setting

Position Type: Part-time 20 hours/week, hybrid or in-person at OARS' office in West Concord, MA, with easy access to the Commuter Rail. Pay range \$28-32/hour, based on qualifications, with paid vacations and 11 paid holidays. With potential for growth and professional development.

HOW TO APPLY:

Applications will be accepted until the position is filled. Interested candidates should submit a cover letter and resume as PDFs to office@oars3rivers.org. Include "FOM [last name]" in subject line. No phone calls please. This position will be open until filled.

As an equal-opportunity employer, OARS aims to be an inclusive workplace that is representative of the people we serve. We encourage applications from all interested candidates and do not discriminate on the basis of race, ancestry, creed, religion, personal appearance, national origin, citizenship, age, gender, sexual orientation, or veteran status.