

FINANCE MANAGER



We're looking for a Finance Manager to join the TEP team in Garibaldi, OR.

TEP is a 501c(3) non-profit organization dedicated to the conservation and restoration of Tillamook County's estuaries and watersheds through active stewardship, scientific inquiry, community engagement, and education. We follow a Comprehensive Conservation and Management Plan (CCMP) to implement our 10-year action agenda. TEP's projects include tidal wetlands restoration, fish passage barrier removals through the Salmon SuperHwy partnership, BackYard Planting Program, a native plant nursery, water quality monitoring and improvement, K-12 environmental education, Explore Nature events, and more.

The majority of our operational funding and our project implementation funding (~\$5.7M annually) come from federal, state, and local grants. The remainder of our income is from donations. Our project budget is expected to grow by \$3M in 2027 and 2028 due to the award of a large restoration grant. We are starting a \$7M capital campaign for the construction of a new Estuary Science Center in Bay City, OR. We are seeking a qualified person to help manage the current and future finances for our growing non-profit organization.

Scroll down for more information on the Finance Manager position, salary and benefits, and how to apply.

GENERAL JOB DESCRIPTION

The Finance Manager (FM) position is an integral part of Tillamook Estuaries Partnership's high-performing team and its primary objective is ensuring the financial health of TEP. The FM's role accomplishes this objective by providing business support to TEP's Leadership Team, Board of Directors, and staff. The FM is part of the Leadership Team of TEP, which works collaboratively with the Executive Director to advance the Board of Directors' strategic plan for the organization. The FM is expected to provide management and oversight of the accounting staff.

HOW DOES THIS ROLE SUPPORT TEP'S MISSION?

The FM's job responsibilities center around achieving TEP's vision and mission. By providing essential and trusted fiscal services, the FM's activities align with one TEP's Core Values: *"Providing Maximum Benefits to All: Our actions as an organization, from budgeting decisions, to our work in the field, are evaluated and governed by a desire to create the greatest number of beneficial outcomes — for our water, and the wildlife, plants, and our local community who rely on it."*

WHAT IS THE ROLE ACCOUNTABLE FOR?

- Leadership and personnel management for team members in the finance group

- Developing and implementing TEP's 5-year Financial Strategies
- Managing TEP's financial services, including payroll, accounts payable/receivable, and reporting
- Serving as the primary administrator for project management/ reporting software (Asana).
- Developing and tracking of TEP's consolidated budget
- Managing all fiscal aspects of grant/MOU/sub-contract reporting and compliance, including payment requests, fiscal reports and other fiscal duties as outlined by grant/MOU/sub-contract agreements.
- Providing financial reports and analysis for board meetings and grant proposals
- Annual independent audit and other grantor and insurance audits
- Coordinating with program managers to allocate resources effectively and ensure project fiscal compliance.

HOW DO WE MEASURE SUCCESS?

- Accurate and timely payroll, bill payment, invoicing, grant drawdowns, and financial statements/reports
- TEP operations are within (or under) budget
- No findings (or minor administrative findings) resulting from audits
- Annual Key Performance Indicators (KPIs) are reviewed by TEP leadership, and all personal job-related goals are being met
- Annual TEP workplans and performance reports are submitted to EPA and all organizational goals are achieved

JOB-SPECIFIC RESPONSIBILITIES

To be effective in this position, the FM will need to do the following:

- Under the training and supervision of the Deputy Director, learn and eventually assume primary responsibility for the following:
 - Perform financial duties for TEP including budgeting, forecasting, fiscal administration, payroll, asset management, cash management, preparation of federal and state required reports, tracking grant and contract expenditures, track grant matching funds, oversee all grant/MOU/contract advance and re-imbursement requests and fiscal reports, journal entries, taxes, and overseeing organizational compliance with fiscal policies.
 - Oversee human resource policies and benefits programs including tracking of accrued leaves (vacation, sick, and compensatory leave), maintaining employment records, and ensuring compliance with Federal and State laws and statutes (BOLI, workers comp). Primary contact for health and retirement benefits and worker's compensation programs
 - Prepare audit files, field all questions, review audit comments, and submit tax forms to appropriate agencies.
 - Provide fiscal reports for the Board of Directors (monthly and EOY statements, notifications of checks over \$10k)
- Lead the following projects, in consultation with the Deputy Director:
 - Implement the transition from QuickBooks Enterprise to QuickBooks Online.
 - Implement the transition to a more efficient payroll processing system
- Coordinate with the Executive Director to submit annual EPA funding requests and reports.

- Improve office procedures and protocols for administrative effectiveness/efficiencies including use of ASANA and lead development of Standard Operating Procedures (SOP's) for office/fiscal tasks.
- Optimize program budgets and implement cost containment initiatives to recover/reduce costs (e.g. salary, benefits, travel, operating expenses, indirect costs).

MANAGERIAL RESPONSIBILITIES

Manage finance staff to successfully implement TEP's mission, including identifying staff needs, hiring, onboarding, training and professional development, performance reviews, staff support, time off requests/approvals, timesheet approvals, salary and promotion recommendations, and disciplinary actions

Co-manage the Administrative Assistant with the Executive Director, directly supervising all bookkeeping training and tasks.

Serve as an Officer as assigned (e.g. Safety, Data Quality/Tech, Benefits/HR, Community Partnerships)

Represent the department when developing and overseeing implementation of TEP's CCMP, 5-Year Strategies, and Annual Work Plan

Participate on TEP's Leadership Team

GENERAL RESPONSIBILITIES

In order to contribute to the success of TEP as an organization, the FM will need to do the following:

- Support TEP staff, Board of Directors, and partners in the development and implementation of CCMP, 5-year strategies, and annual work plans. Track accomplishments
- Maintain close working relationships with local, state, and federal partners, scientists, educators, and special interest groups
- Represent TEP at meetings, committees, conferences, workshops, and events as needed
- Support TEP- and partner-led education and engagement programs
- Communicate TEP's achievements through press releases, reports, quarterly newsletters, website content, social media postings, and radio recordings
- Write reports and give presentations that meet audience expectations, display information clearly and with high impact, and reflect professionally on TEP
- Participate in TEP fundraising efforts
- Any other duties as assigned

EMPLOYEE CORE COMPETENCIES

- Technical/Function Expertise
- Concern for Accuracy
- Concern for Effectiveness
- Teamwork
- Effective Communication
- Accountability

MANAGERIAL CORE COMPETENCIES

- Coaching and providing support
- Developing potential and empowering others
- Establishing standards and rewarding performance

QUALIFICATIONS FOR NEW HIRES INTO POSITION

THE RIGHT FIT, RATHER THAN A PERFECT FIT

Studies have shown that underrepresented people often do not apply for technical jobs unless they feel they meet every qualification or requirement listed in a job description. Conversely, people with identities overrepresented in these fields often do not hesitate to apply for jobs even if they do not meet all stated qualifications. TEP does not expect one person to perfectly fit this job description prior to holding a similar position for several years. TEP wants the *right* fit, for both the employee and for TEP. Prior experience may be transferable, even if it is outside what is described herein. Training and professional development is available to TEP employees to help improve skills. Passionate and interested people with the core competencies listed above are encouraged to apply.

MINIMUM REQUIREMENTS

- Bachelor's degree in accounting, business administration, management or related field
- Minimum of five years of fiscal administration experience with specific training in project and personnel management
- Demonstrated success in grant writing
- Proficiency with QuickBooks, Word, Excel, PowerPoint, and Adobe or other similar software
- Reliable transportation to/from TEP's office that does not interfere with the hours required for this position
- Proof of valid driver's license and current auto liability insurance required (i) prior to driving any TEP-owned vehicle and (ii) prior to driving any vehicle, including personal vehicle, for TEP-related business during work hours

PREFERRED SKILLS AND EXPERIENCE

- Fiscal administrative experience in the non-profit sector
- More than seven years of fiscal administration experience with specific training in project and personnel management desired
- Proficiency with QuickBooks Online
- Familiarity with QuickBooks Time or other payroll service platform(s)

DESIRED ATTRIBUTES THROUGHOUT TENURE IN THIS POSITION

- Demonstrates a concern for accuracy (e.g. high attention to detail during all fiscal admin, data entry, and QuickBooks management)
- Demonstrates a concern for effectiveness (e.g. proactively analyzes current procedures and adapts to changing needs in a timely fashion)
- Ability to prioritize tasks to manage multiple projects, adapting as needed to changing priorities, deadlines, and instructions
- Willing to carry out tasks and respond to situations as they arise with minimal supervision
- Demonstrates integrity and ethical behavior

- Works in an economically, socially, and environmentally sustainable manner
- Effective communications (e.g. respectful and courteous in all verbal and non-verbal communications)
- Experience working with diverse populations, rural communities, and private landowners
- Strong collaboration skills, ability to motivate others, build consensus, and follow-through with group decisions
- Creative and self-motivated
- Displays a positive attitude toward and enthusiasm for functioning as a part of a high-performance team
- Understanding of a broad range of issues related to habitat restoration, living resources, and water quality and be able to condense that knowledge into forms that are easily understood by partners and the general public
- Eagerness to continue professional development through attending workshops, trainings, annual conferences, and independent study

WORK LOCATION (WHERE & GETTING THERE)

Work shall be performed primarily at TEP's main office, currently located at 613 Commercial Avenue, Garibaldi, OR 97118. The main office may temporarily move, within Tillamook County, during construction of the new Estuary Science Center. Upon completion of construction, TEP's main office will relocate to Bay City, Oregon.

TEP's Main Office - Located in the Port of Garibaldi. Public transportation buses do not come directly into the Port of Garibaldi. Getting between the TEP office and the nearest stop requires moving approx. 0.4 miles through the Port (some sections of roadway do not have sidewalks) and over railroad tracks. Traffic can be heavy at times with lumber trucks, recreational fishing boats on trailers, passenger vehicles, and the Oregon Coast Scenic Railroad train. (Tillamook County is a small, rural community with bus services, but without Uber or Lyft, and extremely limited taxi service.)

WORK HOURS (WHEN)

TEP's full-time staff typically work four 10-hour days each week, 7:00am – 5:30pm, Mondays through Thursdays. Evening and weekend work may be required occasionally to support TEP. The FM position may be eligible to work an alternative schedule in order to accommodate personal/family needs. Options include (i) an alternate four 10-hour workdays per week, Tues-Fri; and (ii) an alternate five 8-hour workdays per week, Mon-Fri.

This position is eligible to work a hybrid schedule in accordance with TEP's Workplace Policies and may work up to half of the regularly scheduled work hours remotely from a home office, upon completion of sufficient training as determined by the Deputy Director.

An alternative work schedule and the hybrid option are each contingent upon workload and job performance and is at TEP management's discretion.

WORK ENVIRONMENT

Work shall be performed primarily in an office environment, with occasional outdoor work in support of other TEP programs and special events. Work assignments may require sitting or standing most of a given day, keyboarding, bending, pulling, reaching, stooping, climbing, crawling, kneeling, lifting up to 20 pounds, and occasionally contending with adverse weather conditions requiring special clothing and safety precautions. Walking/hiking may be on uneven surfaces and through rough terrain.

Visits to TEP's Native Plant Nursery, which is located adjacent to a minimum-security youth detention facility, may include engaging with at-risk, incarcerated youth who are under guarded supervision by the Oregon Youth Authority (OYA).

WORK RULES

This position is subject to all TEP policies including, but not limited to, those provided in the Employee Handbook, Fiscal Policy, safety protocols, and standard operating procedures (SOPs). This position is subject to pre-employment background checks and periodic background checks during employment.

The FM is expected to follow OYA safety, security, and COVID-19 requirements when at TEP's native plant nursery.

Salary and Benefits

The salary range for this position is \$76,500 - \$98,300 per year, based on a 40-hr week work schedule. Actual offer of compensation shall be dependent upon experience. TEP processes payroll on a monthly basis.

This position is eligible for enrollment in TEP's comprehensive benefits package. Details on benefits can be provided to candidates during the interview process. An overview of TEP's current benefits package for full-time employees includes:

- Medical, Dental, Vision Insurance (TEP pays 100% for employee, 80% for spouse and dependent children)
- Retirement Program – TEP contributes an additional 7% of the employee's salary into a 401k, with tiered vesting structure based on years of employment with TEP; employee may also contribute to 401k)
- Holidays – 10 federal holidays plus 2 floating holidays
- Vacation – Approx 10.5 days per year (accrual system to be explained upon hire)
- Professional development/training budget: \$1250 per year, funding dependent

Application Process:

To apply, please submit the following documents as either .pdf or Word files by email:

1. A resume. Applicant's contact information must include mailing address, phone number, and email address.

2. A statement of qualifications and interest. The statement of qualifications should describe the applicant's relevant experience and interest in the position and should not exceed two full, single-spaced pages.
3. Three professional references. Each reference must include the person's name, email address, phone number (if within this United States), and the person's affiliation (link to your resume).

Please email application materials to Dr. Kristi Foster, Executive Director at kristi@tbnep.org. **Applications will be accepted until 12:00pm noon (Pacific Time), Monday, December 1, 2025.** Incomplete or late applications will not be considered.

TEP will review applications in early December. All applicants will be contacted by email and advised whether or not they are proceeding to the interview phase of the selection process. Interviews will be conducted in person or via Zoom, depending on the applicant's location. The preferred start date for this position is in January 2026; the exact date shall be agreed upon by the successful candidate and TEP.

Tillamook Estuaries Partnership is an equal opportunity employer. TEP does not discriminate on the basis of sex, race, religion, creed, color, age, national origin, ancestry, marital status, veteran or military status, disability, sexual orientation, or any other characteristic or status protected under applicable federal, state, or local laws in its employment practices or in the administration of its programs or activities. TEP does not harass, intimidate, or retaliate against any individual or group because they have exercised their rights to participate in actions protected, or oppose actions prohibited, by the State of Oregon and Federal civil rights and non-discrimination laws, or for the purpose of interfering with such rights.