



National Marine Sanctuary Foundation

Position Opening: Finance and Operations Manager

Responsibilities: The Finance and Operations Manager will report directly to the CEO, and will be responsible for managing all finance, accounting, payroll, and grant tracking operations associated with the organization's \$7 million operating budget. In addition, the Finance and Operations Manager will oversee the human resources and administrative aspects of the organization. A full time Accounting and Administrative Assistant reports to the Finance and Operations Manager, and a part-time Accountant is available as needed to support department efforts.

Specific responsibilities of the Finance and Operations Department will include:

Financial Management

- Oversee the day-to-day implementation and processing of NMSF's grants and contracts, as well as the day-to-day processing of accounts receivable and payable, using QuickBooks Nonprofit accounting software.
- Manage transition currently under way from a paper-based system for grants management to an online system using QuickBase software, and subsequently manage the new online system.
- Direct annual budgeting and planning process for the organization's annual budget with the CEO and department heads.
- Provide monthly and quarterly reports of the organization's financial performance against budget, financial, and operational goals.
- Provide monthly reconciliations of bank accounts, investments, and other balance sheet activities.
- Fulfill reimbursement requests.
- Ensure that accounting requests are resolved and communicated in a timely manner to internal and external parties.
- Develop, maintain, and monitor all systems and procedures capturing all fundraising donations and pledges, deposits, billings, and receipts.
- Record all revenue and expense transactions.
- Prepare annual audit with accountant.

Operations Management

- Ensure smooth functioning of the office.
- Administer payroll and employee benefits, also serving as primary liaison with related vendors and insurance agents.

- Manage additional human resource functions including recruitments, orientations, and other support.
- Liaison with IT providers and manage relations with vendors, including managing vendor contracts.
- Manage online store and other e-commerce transactions.
- Work with outside organizations to ensure that all federal and state filings for employment, conducting business, and soliciting charitable donations, are accurate and completed in a timely manner.
- Oversee organization and maintenance of office filing system and supplies.

Requirements and Qualifications: The successful candidate will have a Bachelor's degree in a relevant major and at least 5 years experience in financial and office management, including accounting, bookkeeping, budgeting, and payroll, or a relevant Master's degree and 2 years of experience. Also required are excellent computer skills with proficiency in Excel, Word, Outlook, Quickbooks, and database maintenance and management; knowledge of tax and other compliance implications for non-profit organizations; strong verbal and written communication skills, excellent interpersonal skills, and a collaborative work style. A demonstrated commitment to high professional ethical standards and a diverse workplace is also important.

This is an excellent position for an individual with a strong finance background who is interested in moving into a management position and who enjoys challenging, fast-paced organizations dedicated to an idealistic mission.

Compensation and Benefits: NMSF offers a competitive salary commensurate with experience, with a benefits package that includes health and dental insurance, life insurance, and a retirement savings plan. NMSF is an equal opportunity employer.

To apply: Applications should include a cover letter, resume, and salary requirements; and must be submitted to Becca Samelson at becca@nmsfocean.org. Preference will be given to applications submitted before October 12.

About the National Marine Sanctuary Foundation (NMSF): NMSF connects people to the underwater places that define the American ocean—national marine sanctuaries. NMSF is the private, non-profit partner to the federally managed National Marine Sanctuary System. NMSF is dedicated to protecting and supporting national marine sanctuaries through advocacy, education, public awareness, and conservation. NMSF's signature programs are Capitol Hill Ocean Week®, the largest annual ocean-focused conference in Washington, D.C., and the Ernest F. Hollings Ocean Awareness Trust Fund, a competitive grant program promoting public engagement on ocean-related issues. The sanctuary system consists of 14 sites, with more than 150,000 square miles of area in the ocean and Great Lakes, stretching from the Florida Keys to the Pacific Islands and from the shore of Lake Huron to the Gulf of Mexico. More information can be found on our website at www.NMSFocean.org.

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