

<p style="text-align: center;">WATERLOO GREENWAY CONSERVANCY Position Description</p>

I. TITLE: Finance Director/Staff Accountant

FLSA: Exempt

II. POSITION SUMMARY: The Finance Director/Staff Accountant will report to the CFO and is responsible for monitoring capital project and some operating costs, ensuring all invoices are in compliance with contract scope, terms, and conditions. Further, the Finance Director/Staff Accountant will be responsible in assisting with general Accounts Payable and Accounts Receivable.

III. ESSENTIAL FUNCTIONS:

- Help complete the period-end close process thoroughly, accurately, and on-time.
- Create and maintain budgets for capital projects.
- Review construction pay applications, design, and consulting invoices, analyze billings to ensure compliance with contract, project scope, and budget.
- Provide general oversight of operations finance
- Oversee the processing of all payables and payments for construction and design projects.
- Prepare monthly reimbursement invoices to the City of Austin.
- Monitor project costs. Identify and communicate budget deficiencies or deviations with project team in a timely manner and recommended corrective actions.
- Assist in day-to-day bookkeeping and accounting processes, including A/P, A/R, payroll, journal entries, and banking deposits and reconciliations.
- Help prepare annual IRS 1099 reporting for vendors.
- Properly code all grant revenue and expenses for proper tracking.
- Enter into ledger and reconcile all debit/credit card transactions.
- Aid in the completion of the fiscal year-end external audit.
- Comply with WCC's Financial Policies and Procedures.

IV. PHYSICAL DEMANDS AND WORK ENVIRONMENT:

This job is primarily performed in an indoor office environment, requiring the candidate to remain in a stationary position over 50% of the time.

Some evening and weekend hours are required.

V. EDUCATION AND EXPERIENCE:

- Minimum qualifications
 - Bachelor's Degree or some college courses in accounting or business.
 - 10 years financial and accounting experience.
 - 1 – 2 years non-profit accounting experience.
- Preferred qualifications
 - 1-3 year construction project accounting experience.

VI.KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge
 - Experience with QuickBooks & Financial Edge software
 - Advanced MS Excel skills
 - General understanding of Generally Accepted Accounting Principles (GAAP)
- Skills
 - Meticulous attention to detail
 - Excellent written and verbal communication skills
 - Highly organized
 - Work well with competing priorities
- Abilities
 - Comfortable in a fast-paced environment with ability to learn quickly and meet deadlines
 - Manage competing priorities and deadlines

VII.CORE COMPETENCIES:

- Decision Quality
- Resourcefulness
- Ensures Accountability
- Collaborates
- Communicates Effectively
- Instills Trust
- Nimble Learning

VIII.ORGANIZATIONAL RELATIONSHIPS:

- Reports to: CFO
- Supervises (if any): n/a
- Supports: All departments

WATERLOO GREENWAY CONSERVANCY CORE COMPETENCIES

Decision Quality – Making good and timely decisions that keep the organization moving forward.

- Makes sound decisions, even in the absence of complete information.
- Relies on a mixture of analysis, wisdom, experience, and judgment when making decisions.
- Considers all relevant factors and uses appropriate decision-making criteria and principles.
- Recognizes when a quick 80% solution will suffice.

Resourcefulness – Securing and deploying resources effectively and efficiently.

- Marshals resources (people, funding, material, support) to get things done.
- Orchestrates multiple activities simultaneously to accomplish a goal.
- Gets the most out of limited resources.
- Applies knowledge of internal structures, processes, and culture to resourcing efforts.

Ensures Accountability – Holding self and others accountable to meet commitments.

- Follows through on commitments and makes sure others do the same.
- Acts with a clear sense of ownership.
- Takes personal responsibility for decisions, actions, and failures.
- Establishes clear responsibilities and processes for monitoring work and measuring results.
- Designs feedback loops into work.

Collaborates – Building partnerships and working collaboratively with others to meet shared objectives.

- Works cooperatively with others across the organization to achieve shared objectives.
- Represents own interests while being fair to others and their areas.
- Partners with others to get work done.
- Credits others for their contributions and accomplishments.
- Gains trust and support of others.

Communicates Effectively – Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.

- Is effective in a variety of communications settings: one-on-one, small and large groups, or among diverse styles and position levels.
- Attentively listens to others.
- Adjusts to fit the audience and the message.
- Provides timely and helpful information to others across the organization.
- Encourages the open expression of diverse ideas and opinions.

Instills Trust – Gaining the confidence and trust of others through honesty, integrity, and authenticity.

- Follows through on commitments.
- Is seen as direct and truthful.
- Keeps confidences.
- Practices what he/she preaches.
- Shows consistency between words and actions.

Nimble Learning – Actively learning through experimentation when tackling new problems, using both successes and failures as learning fodder.

- Learns quickly when facing new situations.
- Experiments to find new solutions.
- Takes on the challenge of unfamiliar tasks.
- Extracts lessons learned from failures and mistakes.