



WEST MULTNOMAH
Soil & Water Conservation District

Job Announcement for a Budget & Fiscal Manager

Position available:	Budget & Fiscal Manager
Location:	3236 S. Kelly Ave., Suite 200, Portland, Oregon 97239 Hybrid office/home work setting
Period of Employment:	Full time, FLSA Exempt position, 40 hours per week
Salary Range:	\$6,859-\$10,183/month. Starting wage not to exceed \$8,357/month
Application deadline:	Friday, April 18th, 2025 by 5:00 pm (PST)

General Summary

West Multnomah Soil & Water Conservation District (“District”) is pleased to announce our search for a Budget & Fiscal Manager. This is a dynamic position that is responsible for planning, managing, and directing fiscal procedures including revenue tracking, disbursements, payroll administration, purchasing, financial reporting, auditing, budget development and compliance, grants (application and disbursement), and other financial functions for the District.

Who We Are

The [West Multnomah Soil & Water Conservation District](#) is a publicly funded special district whose mission is to provide resources, information, and expertise to inspire people to actively improve air and water quality, fish and wildlife habitat, and soil health. We are a publicly funded special district conservation organization. We partner with many organizations and individuals, including residents and private landowners to accomplish our mission in Multnomah County west of the Willamette River, including all of Sauvie Island. Our services include invasive weed management, wildlife habitat and stream restoration, financial assistance for conservation projects and community partners, establishing community gardens, conservation themed workshops, and conservation planning for healthy forests, farms, streams, and soil.

What You Will Do

Duties include preparing monthly and annual financial reports and ensuring that District accounting practices and financial reports are prepared on a modified cash basis. Familiarity with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) is a must. Financial statements must be compliant with state and federal law, and the District's policies, procedures, and other guidelines. This position is responsible

for gathering and consolidating detailed support for the annual budget and ensuring compliance with Oregon Budget Law. Other responsibilities include evaluating, developing, implementing, and managing District financial policies and procedures, and internal controls; reviewing financial transactions to ensure alignment with the adopted budget, accounting and reporting requirements; and managing efficient and effective month-end and year-end closing processes. The Budget & Fiscal Manager monitors and oversees all revenue and expenditure activities for the District.

In addition, this position oversees administrative contractors (e.g., information technology service provider, health insurance agency, and payroll service provider) and works closely with the District Manager and Board Treasurer in reviewing the District's monthly financial statements and communicating budgetary, financial, and audited information to the Board and public in a clear, concise manner. The Budget & Fiscal Manager also works closely with the Tax Supervising & Conservation Commission (TSCC), the external auditor, and financial and administrative personnel of the Oregon Department of Agriculture, the U.S. Department of Agriculture Natural Resources Conservation Service, and the Oregon Watershed Enhancement Board on grant-related issues. The Budget & Fiscal Manager reports directly to the District Manager and directs the budget development and forecast additional funds needed for staffing, equipment, materials, and supplies; and authorizes the redistribution of available resources to meet changing program needs.

The Budget & Fiscal Manager provides direct supervision of the Office Coordinator. The Office Coordinator provides support to many of the Budget & Fiscal Manager's duties.

This position is responsible for ensuring compliance with Public Contracting laws and provides support to staff reviewing contracts.

The Budget & Fiscal Manager works closely with staff Conservationists to support development of grant applications, track grant reporting, and manage grant funding awards. The Budget & Fiscal Manager also works closely with staff Conservationists to manage the District Financial Assistance Program, which grants District funds to support the work of District partner organizations, projects, and landowners.

Minimum Qualifications

For this position, we require:

- Bachelor's degree in accounting, finance, economics, statistics, business administration, public administration, or related field.
- Five (5) years of progressively responsible budgeting, financial management, business or related experience or an equivalent combination of education and experience.
- At least 2 years of staff supervision experience.
- Commitment to the District's work on equity and inclusion, including utilizing tools such as an equity lens in decision making.
- Familiarity with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB)

The following qualifications are helpful in this role:

- Experience with and knowledge of Oregon Local Budget Law or a demonstrated willingness and ability to learn Local Budget Law.
- Experience with and knowledge of Oregon public contracting rules and law or a demonstrated willingness and ability to learn Oregon public contracting rules and law.
- Advanced Microsoft Office Suite (Word, Excel, Outlook, Teams) skills.

- Advanced information and records management skills or a demonstrated willingness and ability to develop skills for organizing and managing records in compliance with state retention requirements.
- Experience developing and managing an annual work plan and administrating a program budget for a financial or administrative program.
- Experience developing grant applications, monitoring grant awards as part of organization budget management, and awarding and tracking small grants to District partners.
- Certified Public Accountant or Certified Public Finance Officer.
- Possess a valid driver's license.

Equity and Inclusion

District staff and board strive to build and sustain an inclusive environment that values fairness, equity, inclusion and belonging. All staff are expected to contribute to an inclusive environment with staff and constituents. The District is committed to continuously evaluating and updating our programs to better serve historically underserved communities. In recognition of the need to address unconscious bias, remove cultural barriers in our programs and eliminate disparities in our work, the District's Board of Directors adopted a [Racial Equity Statement](#) containing the District's vision for racial equity .

Compensation and Benefits

The Budget & Fiscal Manager position is full-time (exempt) with a salary range from \$6,859-\$10,183 per month. This can be a hybrid position based in Portland, Oregon (in-office work from our office in Portland combined with remote work).

We offer a generous benefits package which includes medical, dental, and vision coverage, short and long-term disability, life insurance, Oregon Public Employees Retirement System (PERS) participation, optional employee-contribution retirement plan, health reimbursement arrangement (HRA) plan, cell phone stipend, wellness program, employee assistance program, ten paid holidays, paid personal time off, and sick leave.

Pay Equity:

As an employer, the District complies with HB 2005, the Pay Equity Bill. We do not discriminate based on protected class in the payment of wages, and we do not screen applicants based on their current or past compensation.

To Apply

If you are interested in joining us, we encourage you to apply! For confidential consideration, please submit a cover letter and resume to: recruitment@cascadeemployers.com with the subject line "WMSWCD Budget & Fiscal Manager." Your cover letter and resume should include details describing how you meet the required and preferred qualifications. Complete applications must be received by 5:00pm (PST) Friday April 18th, 2025. Cascade Employers Association is assisting with this recruitment.

Applicants are eligible for Veterans' Preference when applying with West Multnomah Soil & Water Conservation District. For more information on required materials to submit, please see our [Veterans' Preference Policy](#).

West Multnomah Soil & Water Conservation District is an equal opportunity employer and does not discriminate based on any class or identity including age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, and veteran status. The District is an equal opportunity employer and service provider.

District Redaction of Your Application Materials

In pursuit of our equity goals and to reduce the potential for unconscious bias, a District representative will redact certain personal information from submitted application materials before evaluation by the review team. Redacted information includes name, pronouns, contact information, links to social media accounts and personal websites/webpages, photographs, graduation dates and names of schools.

Anti-Discrimination

The District is an equal opportunity employer and service provider. The District does not discriminate based on any class or identity including age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, and veteran status.

Terms of Employment

At-Will Employment. Consistent with Oregon law, either an employee or employer can terminate employment without notice and without cause.

Questions

For questions about the application process, or to request an accommodation to access and participate in this recruitment, email hring@wmswcd.org or call (503) 238-4775, ext. 100 and leave a voicemail message with your name, phone number and inquiry.