

Position Announcement

Finance Administrator

\$70,000-\$80,000

POSITION OBJECTIVE:

The Finance Administrator fills a dynamic role as part of the leadership team. They are responsible for the District's day-to-day finance activities, as well as payroll, taxes, internal financial reporting, financial grant reporting, coordination of benefits, year-end processing, audit preparation, and bank account monitoring and maintenance. The Finance Administrator is the lead in developing the annual budget working with the Executive Director and other program staff and running financial projections.

RELATIONSHIPS:

Reports to:	Executive Director
Supervises:	Administrative Assistant, Finance Committee
Works with:	All WCCD staff and Board of Directors
External Stakeholders:	Washtenaw County Treasury, MClass, Gabridge & Co, MERS, Huntington Bank, Corporate Benefit Solutions, PayChex, QuickBooks

ESSENTIAL FUNCTIONS:

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Financial Management - Receivables, Payroll and Compliance (50%)

- Manage and maintain all bank account balances to ensure financial stability for monthly bills & payroll as well as maintaining account balances below FDIC maximum insured amounts.
- Monitor and deposit checks and cash, while ensuring the recording of receivables of cash, checks or credit cards are made in accordance with [MDARD standards](#) and deposited into District accounts.
- Prepare and maintain the cash box and teach staff proper procedures for cash box use at events.
- Ensure bank reconciliations are complete and presented to Board Treasurer for review and signature for each board meeting.
- Organize and ensure payables are entered accurately in the accounting system and payments are made on a timely basis.
- Track all reimbursable spending and ensure that the proper entities are billed for the expenses.
- Process payroll and ensure payroll contractor is making accurate and timely

payments to the Electronic Federal Tax Payment System (EFTPS) for each pay period.

- Ensure sales tax for the District is accurate and completed as scheduled by State and Federal Governments each month & quarter.
- Ensure payroll contractor is handling annual payroll taxes and reporting are and all W-2's are distributed to employees as required by the IRS.
- Complete year-end financial process in a timely manner. Ensure all bills and expenses have been processed, invoices have been submitted, and all accounts are balanced and ready for the auditors and year end closing.
- Manage contracted accounting or bookkeeping assistance as needed.
- Prepare for and comply with auditor's requests for financial information prior to and during the audit.
- Act as lead for financial activities for programmatic programs and fundraisers to include proper internal controls for cash handling during the events, proper entry, banking and accurate reporting statistics following the event.
- Review, update and implement District internal controls procedures.
- Implement and uphold policies and procedures that safeguard the integrity and security of District information and property.
- Ensure financial documents are organized and maintained in a clear, accessible manner for non-technical audiences and for ease of reference by other staff.

Financial Grant Reporting, Budgeting and Analysis (30%)

- Works with the Executive Director and Development Manager as needed in ensuring grant budgets are charging the proper amounts of salaries and indirect costs. Prepare profit and loss financial statements and invoices as requested, typically on a quarterly basis.
- Prepare and submit monthly financial reports, including P&L reports for each grant and store, for the Board of Directors and Finance Committee and be able to respond to questions regarding the reports during BOD meetings.
- Monitor the budget throughout the year, amending budgets as needed, and presenting amended budgets to the BOD on a quarterly basis for approval.
- Review and advise on budgets for new grant proposals, optimize use of indirect charges to support work of the District.
- Educate program staff in building skills to monitor financial activities and budgets as they relate to their respective program areas and specific grants.
- Act as lead staff in developing the annual budget with program staff and the Executive Director.
- Develop long-term budget projections to assist with fund and organizational development.

2. Benefits Administration (10%)

- Work with contractors and HR committee to evaluate benefit options and provide a synopsis and recommendation to the Executive Director.
- Monitor and balance monthly benefits statements & accounts.
- Explain basic benefit options and connect new hires with our benefits contractors.
- Ensure options are entered into the payroll and retirement systems accurately and take responsibility for updating benefits per the HR Manual (e.g. vacation accrual rates).
- Orchestrate benefit reviews with contractors during onboarding & annual elections.

3. Organizational Support (10%)

- Supervise any Administrative Assistant, including workplan development and execution along with weekly tasks.
- Serve as a member of the Leadership Level team and take an active role in the development and implementation of organization-wide policies and practices that will better support our mission and strategic plan, contributing to the overall success of the District. Take the lead and initiative to research and suggest improvements for financial procedures and policies.
- Coordinate the Finance Committee on a quarterly basis, keep minutes, share with Treasurer for reporting at BOD meeting.
- Provide general informational support to staff for District operations as it relates to finances, budgets, grants, insurance, human resources, policy and/or general operations. Train other staff members as needed.
- Maintain well organized and secure files and financial records of the District.
- Take an active role in quarterly staff meetings and trainings as well as monthly evening board meetings in-person.
- Maintain understanding of current programming offered and staff roles to answer basic questions from the public and advise on long-term strategic planning as requested by the Executive Director.
- Update or create position specific SOPs and Asana templates to ensure all processes are well documented and replicable by other staff.
- Other duties as assigned by the Executive Director.

REQUIRED QUALIFICATIONS & ABILITIES:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

1. Experience equivalent to or possession of a Bachelor's degree in accounting, finance, public or business administration, economics, or related field.

- a. 5+ recent years of experience working with Quickbooks Online and Excel Microsoft (formulas, spreadsheets, data entry, calculations).
 - b. 5+ years of experience in Finance, Accounting, or Administrative roles involving numerical tasks, especially for a non-profit or government entity.
 - c. 3-5+ years of experience in a leadership position and/or working independently
 - d. 3-5+ years of working with grant dollars and employee benefits.
2. Understanding of accounting principles (AP, AR, general ledger, reconciliation, etc.).
 3. Excellent attention to detail and accuracy.
 4. Ability to organize complex files and systems and manage time efficiently.
 5. Self-motivated and goal-oriented, interested in streamlining and improving processes.
 6. Ability to maintain confidentiality, professionalism, and handle sensitive financial information.
 7. Demonstrated ability to set priorities, coordinate multiple large tasks, meet deadlines, and perform a variety of professional-level program and project management work.
 8. Excellent computer skills. Computer workstation will be provided, including a standard PC, on a shared network with Windows-based software.
 9. Must maintain a valid driver's license.
 10. Ability to work remotely as well as in the office in Ann Arbor, MI.
 11. Must be able to pass a security background check.
 12. Must be able to pass QuickBooks and Excel skills proficiency tests.

PREFERRED QUALIFICATIONS & ABILITIES:

1. Knowledge of conservation, natural resources, and local environmental concerns.
2. Strong social and interpersonal skills.
3. Experience with project and time management software (e.g. ASANA/Toggl).
4. Experience working cooperatively with coworkers and partner organizations.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

1. While performing the duties of this job, the employee is regularly required to talk, hear, stand, walk; use hands; reach with arms. The employee is rarely required to stoop, kneel, crouch, crawl, or lift and/or move items of light to heavy weights (up to 40 pounds).



2. Ability to work in-person at the office as well as capacity to work remotely (strong internet connection, quiet workspace, self-discipline, etc.).

SALARY, BENEFITS, WORK HOURS, LOCATION

Anticipated start date is 03/09/2026 or earlier. The WCCD office is located at the Washtenaw County Service Building at 705 N. Zeeb Rd, #201, Ann Arbor 48103. Work time will generally be split between the main WCCD office and remote (home) office. Typical work hours are Monday-Friday, 8:00am – 4:30pm. Some evening and weekend work will be required to attend Board Director Meetings and special events.

This is a full time, FLSA exempt, partially grant-funded salary position between \$70,000-\$80,000, commensurate with experience and qualifications. As a full-time, exempt employee, the FA is entitled to the WCCD's benefits package, which includes full medical insurance (includes dental, vision, other ancillary benefits), 13 paid vacation days, 13 paid sick days, 13 paid federal holidays, and up to 2.5 hours of flextime per week. Other benefits as described in the Employee Handbook.

ABOUT THE WCCD

The WCCD is a local government agency and has played a significant role in assisting residents and landowners with access to trees, plants, and conservation tools in Washtenaw County since 1948. Our mission is to assist residents with the conservation, management, and wise use of natural resources in Washtenaw County. Since 1951 the WCCD has distributed over 7.1 million trees, shrubs, and native plants for various conservation purposes.

TO APPLY

Please submit a cover letter, resume, and the contact information for two professional references by email to summer@washtenawcd.org by 8 a.m. on February 2nd, 2026. (However, interviews will begin as early as January 26th on a rolling basis, so early submissions are encouraged.) Please combine all application materials into one PDF file for review and state "FA Application" in the email subject line. Contact Summer Roberts at the above email address with any questions related to the position. To obtain further information about the WCCD visit our website at www.washtenawcd.org.

The Washtenaw County Conservation District does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, military service, disability or other non-merit factor.