



Vice President, Finance and Operations
Position located in Oakland, CA office
100% FTE salary commensurate with experience
Application Deadline: Friday October 5, 2018

This position, available immediately, is an exciting opportunity to join the staff at the US Water Alliance.

About the US Water Alliance

Founded in 2008, the US Water Alliance advances policies and programs that build a sustainable water future for all. We are driving a One Water movement—an approach to water stewardship that is innovative, inclusive, and integrated. As a national nonprofit organization, we:

- *Educate the nation about the true value of water and the need for investment.* The US Water Alliance coordinates the Value of Water Campaign which builds public and political will for investment in sustainable water infrastructure and water resources.
- *Accelerate policies and programs that manage water resources to advance a better quality of life for all.* We convene diverse interests to identify and advance practical, achievable solutions to our nation's most pressing water challenges. We do this through national dialogues, knowledge building and peer exchange, the development of forward-looking and inclusive water policies and programs, public education, and coalition building.
- *Celebrate what works by showcasing examples of sustainable, innovative, and integrated water resource management solutions.* We shine a light on those who engage in groundbreaking work through storytelling, cataloging and disseminating best practices, and spearheading special recognition programs such as the US Water Prize that focus attention on how One Water leaders are building stronger communities and a stronger America.

The US Water Alliance has offices in Oakland, CA and Washington, DC. For more information, please visit our website at: www.uswateralliance.org

Position Overview

The US Water Alliance is seeking an exceptional, experienced, and dedicated Vice President, Finance and Operations. Reporting to, and partnering with the CEO, the Vice President, Finance and Operations leads the finance and operations functions for a dynamic and growing nonprofit organization.

Finance Responsibilities

- Manage organizational budget, cash flow, payables, and receivables.
- Lead annual organizational budget process and mid-year revision efforts; present financial forecasts and analysis and provide recommendations to CEO and Board regarding budget and expenditures.
- Ensure timely production of accurate financial statements and project budgets.
- Coordinate closely with program staff to manage and monitor project spending.
- Direct methodology and process for allocating expenses consistent with GAAP guidelines.
- Collaborate with CEO and program staff on grant budgets and reports.
- Collaborate with the Controller (part-time contractor) on the annual audit and Form 990 preparation.

- Develop, implement, and monitor accounting, budget, and audit controls.
- Act as primary liaison for banking, investment, attorney, and organizational insurance relationships.

Operational Responsibilities

- Supervise Office Manager (full-time position) and Controller (part-time contract position).
- Upgrade and implement an appropriate system of policies, internal controls, accounting standards, and procedures.
- Oversee organization's administrative and operational processes, with a goal of continuously developing and improving systems.
- Manage IT consultant and seek to improve information technology systems to support key capabilities as required for future growth.
- Review all incoming and outgoing contracts; sign all contracts; supervise maintenance of master contract file.
- Responsible for enhancing organizational reporting and record keeping of expenses.
- Support Board of Directors Finance Committee.

Human Resource Responsibilities

- Manage recruitment, retention, professional development, discipline, internal deployment, best practices, and annual evaluation process.
- Manage Human Resources company that administers benefits and payroll.

Qualifications

- At least 10 years of progressively responsible experience in financial positions with at least five years of significant management responsibility.
- Bachelor's degree required. Although not required, an advanced degree in business, accounting, or nonprofit management is desirable.
- Demonstrated achievement in providing financial leadership, analysis, and strategic thinking in support of a growing organization.
- Familiar with nonprofit finance and accounting regulations.
- Excellent judgment, self-reliant, good problem solver, results-oriented.
- Exceptional multitasker with vigilant attention to detail.
- Superior management skills; ability to influence and engage direct and indirect reports and peers.
- A collaborative team leader who can positively impact both strategic and tactical finance and administration initiatives.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with US Water Alliance's board of directors, staff, and members.
- Commitment to providing outstanding customer service.
- Passion for US Water Alliance's mission.

To Apply

Salary is based upon the candidate's experience and qualifications in line with the organization's budget. Excellent benefits including paid vacation, health, vision and dental insurance, and 401(k) retirement plan.

Please send resume and cover letter via email to: HR@uswateralliance.org.

Please include "Vice President, Finance and Operations" in the subject line of your email.

The US Water Alliance is committed to building and maintaining a diverse staff and a welcoming workplace.