Finance Manager, Vero Beach, Florida | Full-Time Position

The **Ocean Research & Conservation Association (ORCA) is seeking to fill the full-time position of Finance Manager**. ORCA is a 501(c)(3) located in Vero Beach, Florida. Our mission is to protect and restore aquatic ecosystems and the species they sustain through the development of innovative technologies, science-based conservation action, and community education and outreach.

The Finance Manager's key purpose will be to oversee the finance function and provide higher level financial support to the Managing Director and CEO. Responsibilities include the development of the organization's annual budget, general accounting, journal entries, account reconciliations, financial reporting and analysis, revenue management, accounts receivable, accounts payable and audits.

Qualifications:

Candidates must have a commitment to ORCA's mission and vision. Must possess an B.S. degree or higher in accounting or a business-related degree and must have a minimum of three years' experience in an equivalent role. Excellent organizational and time management skills. Detailed oriented with strong commitment to meeting deadlines. Must maintain confidentiality and discretion in all aspects. Self-motivated with a strong ability to multi-task and think outside of the box. Excellent interpersonal skills and ability to work effectively both as a member of a team and independently are essential. Experience with non-profit, QuickBooks, working in human resources and with government grants and contracts management a plus.

Essential duties and responsibilities:

Include the following, but are not limited to:

• Responsible for all bookkeeping and accounting functions including but not limited to: general ledger, journal entries, payroll, accounts payable and accounts receivable

• Arranges financial audits and reviews as required

• Works with Managing Director, CEO and managing staff in developing the annual operating budget

• Prepare annual operational business and non-profit organizational filings and 1099's.

• Manage the finances of grants and contracts from award to expiration and maintain a working knowledge of all billable grants and contracts

•Serve as liaison with our PEO (payroll/HR provider) and provide assistance to team members with human resources issues as needed

• Develops and maintains the financial policies and procedures manual

• Completes the month-end and year-end close process and ensures quality control over financial transactions

• Manages daily cash balances and ensures cash flows are adequate to operate effectively.

• Prepares, analyzes, and presents financial reporting materials for grants and other projects as requested in an accurate and timely manner.

• Supervisory role and backup support to the Finance and Administrative Assistant

• Develop and prepare ad hoc reports as needed.

Other responsibilities:

• Provide support for other ORCA programs to include fundraising events, annual gala, citizen science events and other events as needed.

• Attend ORCA Board of Director meetings to present financial reports.

Salary:

$55,000 – $60,000 depending on skills, experience and qualifications.

Benefits

This full-time position is eligible for:

- Medical, dental, and vision insurance
- 401(k) with company matching
- Paid holidays and paid time off (PTO)
- Life Insurance
- Employee Assistance Program
- Annual Discretionary Bonus

Schedule:

• 8-hour shift

• Monday to Friday

• Work Location: In Person

• Some weekend/afternoon work for special events.

To Apply

Please email cover letter and resume to Warren Falls at wfalls@teamorca.org.