

West Region Wildfire Council Position Announcement Finance & Program Assistant



Position Title: Finance & Program Assistant

Job Type: Full Time, Exempt, Salaried

Location: Ridgway, CO – hybrid (remote & in office) negotiable

Reports to: Director of Finance, Agreements & HR

Closing Date: Open Until Filled

Anticipated Start Date: Negotiable but seeking a candidate to start as soon as possible.

Organization

The West Region Wildfire Council (WRWC or The Council) is a nonprofit based in Ridgway, CO. The organization increases community and ecosystem resilience to future wildfires. WRWC acts as the regional focal point for coordination and collaboration for reducing wildfire risk within Delta, Gunnison, Hinsdale, Montrose, Ouray and San Miguel counties.

WRWC is governed by a Board of Directors and is also advised by U.S. Forest Service (USFS) and Bureau of Land Management (BLM) liaisons.

Position Summary

The Finance & Program Assistant provides critical functions that support the financial and program administration of WRWC. The duties held by this position will be diverse and will support our overall nonprofit mission and program delivery. The position will assist the Director of Finance, Agreements & HR with ensuring sound financial management as well as grant & agreement management for the organization. The position will also provide administrative support for select WRWC program initiatives.

Position Location

WRWC staff work from our [Ridgway, CO](#) office but staff (including this position) are afforded the opportunity to work remotely on a limited basis as job duties and schedules allow. *The ideal candidate will be able to be physically present in our Ridgway office 2-3 days per week.*

Primary Areas of Responsibility

Grant & Agreement Support

The Finance & Program Assistant will be trained to complete grant and agreement tracking, reporting and reimbursement requests. WRWC is funded from a variety of federal, state and local funding sources. Each funding source requires different criteria for accomplishment reporting as well as different processes for reimbursements. The position will be responsible for the following:

- Compiling documentation packages and submitting reimbursement requests for multiple grants following co-developed reimbursement request schedules.
- Keeping track of reporting deadlines and working with appropriate staff to complete necessary accomplishment and financial reporting in a variety of ways (narrative, metrics, etc).
- Grant and agreement documentation management / organization via filing systems as well as our organization's database.

Bookkeeping

The Finance & Program Assistant will be trained to complete financial and bookkeeping tasks within WRWC's Quickbooks Online as well as our grant and agreement database. The position will be responsible for the following:

- Ensuring accurate revenue and expenditure entries within WRWC's chart of accounts.
- Ensuring complete and accurate revenue / expenditure record / receipt organization in our electronic file system.
- Generating invoices on behalf of the organization.

- Following WRWC Financial & Internal controls policies and procedures.
- Assisting with select duties related to WRWC's bi-annual audit & annual budget development.

Program Administration Support

The Finance & Program Assistant will be trained to help support administration duties related to program delivery such as our Vegetation Management Program. The position will:

- Work with WRWC Foresters to support keeping track of participating landowner project status as well as project record and document management.
- Provide landowner cost-share agreement and contract review.
- Answer questions and help participants apply for WRWC's Equity Program as needed.

Organization Administration Support & Other Duties as Assigned

WRWC staff are required to be strategic problem-solvers with the ability to nimbly jump in and participate in a variety of tasks or duties that help move WRWC forward. The position will support the organization in a variety of duties such as:

- Assist with WRWC Board of Directors meetings such as with scheduling, note taking, etc.
- Assist with the management of the organization's Customer Relationship Management (CRM) database.
- Manage all supply / organization ordering (relatively limited) and associated purchase documentation.
- Manage high-use vendor accounts, tax exempt status within accounts, etc.
- Help staff arrange necessary meeting locations, document attendance and take meeting notes, as necessary.
- Administer WRWC individual donor tracking and associated acknowledgement letters.
- Assist with management of the organization's certified contractor list.

Preferred Qualifications

- We are seeking a motivated individual who demonstrates consistent attention to detail and a desire to work as part of our small team to help support the delivery of high-quality programs and work products. Experience in a related position with a nonprofit, or experience with Quickbooks and/or grant management is ideal but not required. We will train the right person!

Ideal Attributes

- Personable and professional.
- Task-oriented and efficient time management.
- Self-starter, self-directed, committed to being helpful.
- Systems and process driven with the ability to create and follow procedures.
- Possess innovative follow through; carry concepts from ideas to self-led implementable solutions.
- Team player with the ability to collect many different types of input and move forward in a positive, productive way. Easily engage with other staff in the office.
- Excellent customer service ethic; strives to "meet people where they're at" when communicating.

Ideal Knowledge, Skills & Abilities

- Close attention to detail and organization.
- Strong proficiency with spreadsheets, word processing and database management.
- Familiarity with Google suite of applications (Drive, Docs, Sheets, Forms, etc.).
- Familiarity with Airtable or similar related databases / customer relationship management (CRM) software.
- Ability to simultaneously manage multiple tasks and activities.
- Willingness to work some evenings, weekends (flexibility). The need for this is anticipated to be very limited.
- A valid Colorado issued driver's license (or ability to get one).
- Ability and willingness to drive an organization owned vehicle for travel within the work area.
- Ability and willingness to use a personal vehicle for travel within the work area (see "mileage reimbursement" below). The need for this is anticipated to be limited.
- Ability to develop and sustain professional relationships and organizational partnerships.
- Ability to work in a small nonprofit, team-oriented environment.

Why Join the West Region Wildfire Council Team?

We are a small, hard-working team that is dedicated to making great work happen with limited resources. We have a strong passion for our work and are driven each day to advance our mission and help make our communities, forests and watersheds more resilient to wildfire. We utilize a team-oriented and collaborative approach to address the wildfire issue. We understand that addressing the wildfire issue requires a dedicated and multi-disciplinary approach and we seek to leverage the best available science and the best available technologies as well as our partnerships and relationships to further our work and impact.

Our staff value a high-quality work product and an ability to recognize needs, coupled with the willingness to jump in and begin addressing those needs. We are focused on honoring commitments, and we value the capacity to think outside the box, innovate and move our programs forward in support of the WRWC mission. We value a sustainable work-life balance.

[Video Highlighting some of our work & partnerships](#)

[Our Office:](#) We have a wonderful office location in Ridgway. The office provides a mountain feel, an abundance of natural light and FAST fiber internet.

Compensation & Benefits

- **Annual Salary:** The salary range for this position will be in the \$50,000 to \$60,000 range. Please note that the range describes the full salary range for the position. New hires typically start at the beginning of the range.
- **Annual Salary Increase:** All employees are eligible for an annual performance and budget dependent salary increase, typically in the range of 3.335%
- **Cost of Living Allowance (COLA):** The organization evaluates cost of living adjustments on an annual basis.
- **Healthcare:** WRWC offers a taxable Employee Wellness Stipend- \$155.00 per pay period (\$4,008.00 annually). No wait period.
- **Family Medical Leave Insurance (FAMLI):** WRWC covers the employee portion of the FAMLI payroll premium. FAMLI is a new CO payroll premium that became effective January 1, 2023.
- **Retirement:** Up to \$1,250 annually (after introductory period) cash match for individual qualified IRA contributions.
- **Paid Holidays:** 11 paid holidays (including your birthday)
- **Relocation Housing Stipend:** If the candidate is relocating to the West Region Counties from outside the six county region for this job, WRWC offers \$300.00 per month for the first six months of employment as a taxable relocation housing stipend.
- **Flexible Time Off Policy:** WRWC offers a Flexible Time Off Policy that permits opportunities for employees to request / take paid time off on an as needed basis with the intent of promoting trust in our employees and a sensible work-life balance. This benefit covers both personal leave and sick leave.
- **Cell Phone Stipend:** Up to \$60/month.
- **Physical Training Time:** Up to two hours per week paid time.
- **Mileage Reimbursement:** Reimbursement for work-related mileage on personal vehicles. Reimbursed monthly at the current federal rate for each mile documented.
- **Company Owned Vehicle:** Use of a company owned vehicle for work, in accordance with policies and availability of the vehicle (WRWC currently owns only one vehicle).
- **Position Growth Opportunities:** If job duties increase in complexity or responsibility, salary adjustments are typical and commensurate.
- **Professional Development:** Support, including funding, for needed continued professional development, education and training, as budget and capacity allow.

To Apply

- **Closing Date:** Open Until Filled
- **Application Materials:**
 - Cover Letter describing your experience as it relates to the position, your interest in working for our organization and how you believe your knowledge, skills and professional attributes will make you successful in the position. *Please indicate in your cover letter how you found out about this position.*
 - Resume
 - 3 References including reference name, title, contact information and a brief explanation of your relation to each reference.
 - Please package all application materials into one single PDF.
 - *Optional:* You may include **one** highly related work product that showcases an example of your skill sets, experience, etc. as it relates to this position. *This can be a separate attachment or link, etc.*
- **Email:** Lilia Falk, Director of Finance, Agreements and Human Resources at lilia.falk@cowildfire.org.
- **Subject Line:** Finance & Program Assistant – [Your Last Name]
- **Interview Process:**
 - Candidates who proceed beyond the initial application screening will be offered a preliminary informal interview (held via zoom).
 - Candidates who proceed beyond the preliminary Interview will be offered the opportunity to participate in an in-person interview followed by an informal meet & greet with our team.
 - WRWC may elect to conduct a pre-employment background check prior to final offer.
- **Start Date:** Negotiable, as soon as is mutually possible.

Environmental and Physical Factors

Work is performed primarily in an office setting with some limited vehicle and/or outdoor exposure in all possible weather conditions. While performing the duties of this job the employee is required to stand, sit, walk, talk, talk on the phone, type, participate in on-camera virtual/ hybrid meetings and hear for extended periods of time. Occasionally lifts and carries 50 pounds at least 100 feet. The hired candidate may be required to walk over uneven, rough terrain. This person in this position will frequently sit in one position while driving or while in the office or attending in-person or zoom meetings. Limited overnight travel is expected. Weekend or evening commitments exist but are not frequent.

WRWC strongly encourages employees to vaccinate (and boost) for COVID-19 as well as other infectious diseases following relevant local, state and federal guidelines.

Equal Employment Opportunity

There shall be no unlawful discrimination or harassment against employees or applications for employment because of race or color, religion or creed, sex or gender, sexual orientation, national origin or ancestry, age, physical or mental disability, military status, genetic information or other protected status. Equal employment opportunity, as required by law, shall apply to all personnel actions including, but not limited to recruitment, hiring, upgrading, promotion, demotion, layoff, or termination.