



Finance Director Job Description

www.evergreenMTB.org
sustainable trails. rider powered.

Join our team! As a member of Evergreen Mountain Bike Alliance, you will have the opportunity to work as part of a team in an energetic, productive, and collaborative environment.

Rider Powered!

Evergreen Mountain Bike Alliance, a 501(c)(3) nonprofit, is the nation's largest statewide mountain bike association, representing thousands of riders through eight regional chapters. Evergreen is committed to sustainable recreation, trail maintenance, advocacy, education, volunteerism, and trail building. We are an important partner with public land managers, contributing over 29,000 hours of trail work per year.

Summary of Position

Evergreen Mountain Bike Alliance is seeking a new Finance Director to oversee Evergreen's financial, budget, bookkeeping, AP/AR, billing, and accounting needs.

The Finance Director will assist the leadership team with organizational and project-specific budget needs, invoicing, cash flow planning, and payroll needs. This role will also be responsible for day-to-day bookkeeping tasks, including preparing a monthly data progress report on Evergreen's operations and program performance.

Ideal Candidate

The ideal candidate needs to be passionate about Evergreen's [mission and vision](#) of making Washington State the best place to ride. We are looking for a multi-tasker who loves to work on a diverse set of tasks. Is comfortable working with tight deadlines, has a passion for serving the organization's staff, and is not above completing day-to-day administrative and data entry tasks necessary to run the nonprofit efficiently.

Key Responsibilities:

- Assist Executive Director with annual Budget and Cash Flow Planning needs
- Prepare monthly taxes and coordinate with CPA on annual taxes and 990s.
- Prepare and submit monthly invoices and collaborate with Trails Team on project progress and budget status.
- Track and comply with local, state, and federal financial reporting requirements.
- Advising Executive Director and Operations Manager on L&I requirements and enforcing adherence, filing reports.
- General bookkeeping duties including AR/AP, expense reports, and timesheet entries in QuickBooks Desktop.
- Completely bi-monthly payroll, including recommending system improvements and payroll service optimization.
- Serve as the primary point of contact for vendors and clients on billing and accounting inquiries.
- Coordinate with Evergreen's Operations Manager, Admin Associate, and Technology Volunteers to track daily donations and corporate match reports via Evergreen's website, Square, PayPal, and cash or checks donations to the office. Assist with tracking system improvement for all donations and data integration with QuickBooks.
- Assist with completing and implementing a new chart of accounts and class system in QuickBooks and navigating the transition to this new system.
- Track budget to actual performance and provide monthly financial reports to the ED, Board, and Board Treasurer by analyzing and summarizing account information and trends.
- Track restricted project funds and donations.
- Provide status updates and reminders to Evergreen staff related to timesheets, expense reports, and implement as-needed improvements to current tools used.
- Assist Evergreen's eight regional chapters with their accounting and billing needs and implement improvements to chapter account management based on chapter growth and needs.
- Assist Sr. Operations Manager with Human Resource and hiring/onboarding needs.
- Update and define bookkeeping policies and procedures.

- Maintain and balance subsidiary accounts and general ledger by verifying, allocating, and posting transactions and reconciling entries.
- Maintain historical records.
- Other Financial Management tasks based on needs and requests from Evergreen staff and board.

Qualifications:

- Proficiency with Microsoft Office suite and Google Drive/Apps.
- Proficiency with QuickBooks or equivalent bookkeeping software.
- 4-years of finance and/or bookkeeping and data entry experience, preferably for nonprofits.
- Experience in construction invoices and processes is a plus.
- Budget development and progress tracking experience for both organizational and project accounting.
- Highly organized, with attention to detail and a passion for documenting and implementing efficient bookkeeping processes.
- Experience with developing new organizational systems and standards to manage team growth and to monitor cash flow closely.
- Ability to work independently in a fast-paced environment and as a member of a dynamic team.
- Ability to engage and work with multiple stakeholders at all organizational levels.
- Attention to detail, confidentiality, thoroughness.
- Willingness to work for multiple staff and assist where needed – flexibility is key!
- Excellent communication and organizational skills.
- Represent Evergreen & the sport of mountain biking in a positive, professional manner at all times.

Evergreen’s Commitment to Diversity and Equity

Evergreen is committed to assembling a diverse and talented staff. In part of our goal of fostering an environment that welcomes and embraces diversity, Evergreen does not discriminate on the basis of race, color, creed, religion, national origin, sex, disability, age, veteran status, sexual orientation, gender identity or expression, or marital status. Women, LGBTQIA+ and BIPOC individuals are strongly encouraged to apply. Please visit our website [HERE](#) to learn more about Evergreen’s commitment to diversity, equity and inclusion.

If you are passionate about bookkeeping and want to help ensure the financial health of a fast-growing and fun nonprofit in the recreation industry, we want to hear from you! Passion for mountain biking is a must! Apply to join our team of mountain bikers who need your help to make Washington the best place to ride.

Job Locations: Ability to work remotely or use the Evergreen Headquarters office located in North Bend, WA.

Reports to: Yvonne Kraus, Executive Director.

Hours/classification: This is a full-time salaried position requiring some evening and weekend work for activities such as Board and Committee meetings.

Compensation: Starting salary range from \$70,000 - \$85,000, depending on qualifications and experience.

Benefits: Flexible work schedule, paid time off (holiday, vacation sick), option participation in a 401k plan.

To Apply

Click here to apply via google form - [Application Finance Director](#)

Please submit a resume and cover letter to the link below. In your cover letter, please describe how your experience, interests, and values are a fit with Evergreen and the Finance Director position.

This position is open until filled. Candidates will be considered as they apply.