



Outdoor Recreation Council of Appalachia (ORCA)

Finance Administrator Position Description

Title:	Finance Administrator
Reports to:	Executive Director
Classification:	Full to Part-Time in-person or remote schedule negotiable
Pay Range:	\$40,000 Annually
Benefits:	\$4,800 Annual Health Benefit paid monthly; Participation in Ohio Public Employee Retirement System, generous paid sick, personal, and annual leave, and more.
Funding and At Will Statement	This position is grant-funded and all employment with ORCA is at will. Employment with ORCA may expire or reduce if continued funding is not secured.

Position Overview: The Outdoor Recreation Council of Appalachia (ORCA) Finance Administrator will on behalf of ORCA and ORCA's nonprofit partner Athens-Wayne Outdoor Asset Development Company (AWOADC) manage, oversee and execute all general accounting functions, including A/P, A/R, maintain accounting records in QuickBooks, create ORCA and AWOADC monthly board reports, monitor mailboxes, collect and provide payroll reports to payroll administrator and record payroll journal entries, complete bank reconciliations, monitor AWOADC drawer, report to impact investor, prepare financial reports for grants, assist with annual ORCA Hinkle Filing, provide tax report data to tax service provider, prepare annual ORCA and AWOADC budgets.

Additionally, ORCA Finance Administrator will assist with meeting scheduling, public announcement posting, and other duties as assigned.

Qualifications:

- Minimum of an Associate's degree and/or relevant experience
- 3 to 6 years of nonprofit or public financial management experience preferred
- The ideal candidate has experience managing financial data, creating financial reports, coordinating audits, and preferably has overseen human resources functions
- Ability to translate financial concepts to – and to effectively collaborate with – ORCA Staff overseeing development programmatic and fundraising projects
- Grant management experience or public/ nonprofit accounting experience
- Knowledge of accounting and reporting software, specifically QuickBooks

- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Personal qualities of honesty, integrity, credibility, and dedication to the mission of ORCA
- Ability and willingness to learn and assist ORCA Staff as needed on projects
- Ability to collaborate and appropriately contribute to team-like work environment

Responsibilities:

- Prepare, analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all stakeholders, and oversee all financial, project/program/grants accounting.
- Manage financial matters for investments/projects funded by grants, donors, social enterprise revenues, sponsorships, and/or private investment.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the Executive Director.
- Administer and review all financial plans and budgets; monitor progress and changes; in collaboration with ORCA Director level Staff.
- Manage organizational cash flow and forecasting.
- Track and maintain all necessary business policies and accounting practices; improve the organization's overall policy and procedure manual.
- Assist in administrative, internal finance control, grant management, and Quality Assurance activities, as requested by ORCA Director level staff.
- Perform administrative functions such as: send Board Meeting reminders, answer calls, maintain records, and other duties as assigned by Executive Director or applicable Director.

Work Locations: The Finance Administrator can work at the ORCA Office, 23 Main Street in Chauncey, Ohio. Full or Part-time in-person or fully-remote work options are negotiable.

Work Schedule: The Finance Administrator may maintain regular office hours Monday-Friday or negotiate remote or blended in-person-remote part-time work. Occasional evenings and weekends, may be required.

About ORCA: ORCA is a Council of Governments managing and developing the Baileys Trail System as permitted by the Wayne National Forest. ORCA is a collaborative entity working to develop sustainable recreation opportunities throughout Appalachian Ohio. ORCA's Board is composed of representatives of six member jurisdictions in Athens County, Ohio. AWOADC is governed by a separate volunteer- board.

ORCA works with an Advisory Committee of regional stakeholders representing 18 counties. Committee members represent outdoor recreation users, outdoor recreation managers, economic development, private enterprise, resource preservation and conservation, infrastructure and land use, health and wellness, education and workforce, community engagement and regional planning to ensure outdoor recreation assets are fully utilized to provide holistic benefits, catalyze regional investment, and increase tourism.

The mission of the Outdoor Recreation Council of Appalachia (ORCA) is to develop outdoor recreation opportunities across governmental boundaries that create sustainable and equitable economic development, inspiring communities throughout Appalachian Ohio. ORCA's vision is to form a collaborative entity that expands recreational opportunities within Appalachian Ohio while cultivating "a diverse, resilient, and prosperous rural economy to sustain inclusive growth." ORCA's values, which guide our work are: community, quality of life, sustainability, innovation, inclusivity, and shared stewardship.

ORCA is a collaborative entity and utilizes a holistic outdoor recreation asset development model to deliver economic, health, environmental, and social benefits to Ohio communities. ORCA works with the Athens-Wayne Outdoor Asset Development Corporation (AWOADC), a 501(c)3 and public charity. As a nonprofit the AWOADC is able to capture revenue streams unique to publicly owned trail systems, critical to sustaining ORCA operations and maintenance of outdoor recreation infrastructure. Current social enterprise revenue streams include: Baileys merchandise, mountain bike rental program, and sponsorships, Annual Fundraiser Baileys Dirt Fondo, and operation of the Baileys Visitor Hub (to be between approximately 2024- 2026).

ORCA was created in 2019 and has three full time staff and two ORCA AmeriCorps members. ORCA continues to grow and is excited to sustainably diversify Appalachian Ohio's economy utilizing outdoor recreation to catalyze regional growth. We at ORCA are proud public servants committed to the highest standard of service, and work diligently and respectfully to fulfill ORCA's mission and elevate quality of life throughout Appalachian Ohio. More information about ORCA can be found at <https://www.orcaohio.com/>.

To apply, please send a cover letter, resume, and references outlining your experience as it relates to this position description. Send materials to info@orcaohio.com The position will remain open until a suitable candidate is hired. For best consideration, please apply by Tuesday, May 28th, 2024.

NOTE: The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the applicant a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Affirmative Action/Equal Opportunity: The Outdoor Recreation Council of Appalachia (ORCA) is committed to the principles of equal employment opportunity and is committed to making employment decisions based on merit. We are committed to complying with any and all pertinent Federal, State and local laws providing equal employment opportunities, as well as all laws related to terms and conditions of employment.