

Application Deadline: Open Until Filled**Job Title:** Assistant Controller**Location:** Portland, OR (HQ)**Position Type:** Permanent/full-time**Expected Start Date:** December 2021 / January 2022

Who we are: The Freshwater Trust (TFT) is a non-profit leader in watershed analysis, restoration/conservation program design, and implementation. Our team members are building tools and creating and testing new solutions that will help to create resiliency in our rivers. With a mission of preserving and restoring freshwater ecosystems, our approach is driven by science, data, and results (see our [Core Values](#)).

With headquarters in Portland, Oregon, TFT employs 45+ team members across Oregon, Idaho, Washington and California. We currently have three physical offices in Portland, Ashland, OR and Sacramento, CA. Our team members range in background and skillset; teams include a philanthropy and fundraising team, communications team, science and analytics team, restoration team, legal team, finance team, and administrative and systems support.

Overview:

TFT is seeking an Assistant Controller to support the finance & operations team in our Portland, Oregon headquarters. This full-time, permanent position will be responsible for supporting TFT's accounting operations, including controls and financial reporting designed to mitigate risk, enhancing the accuracy of TFT's reported financial results, and ensuring that TFT's reported results comply with generally accepted accounting principles (GAAP). This position will be supervised by TFT's Finance Director, and will work closely with TFT's Bookkeeper, Accounting Clerk, and VP of People and Operations.

Position Responsibilities:

- Managing organization's annual audit and tax filings in conjunction with the organization's external auditor, as supported by the organization's Finance Director.
- Ensuring data integrity and accuracy, including review of cash transactions, federal grant requests and journal entries.
- Developing, monitoring, improving, and maintaining organizational financial controls.
- Managing the periodic closing process including account analysis and reconciliation.
- Maintaining fixed asset schedule and monitoring debt covenants & loan reporting requirements.
- Monitoring state revenue tax requirements, including the preparation and filing of state gross receipts tax returns.
- Assisting in special projects, as necessary.

Skills and Qualifications:

- Bachelor's Degree in Accounting, Business, Finance or similar, and 3-5 years' experience in accounting role for a medium-sized organization. CPA or CMA preferred.
- Demonstrated proficiency in non-profit accounting in similar industry with similar revenue.
- Knowledgeable in GAAP and comfortable with government contracting rules.
- Proficient preparing / reviewing 990s, state returns in Oregon and California, and Audited Financial Statements.
- Payroll tax filing experience in Oregon, Idaho, California.
- Experience implementing accounting software a plus.
- Proficient in QuickBooks, Microsoft Excel, and Salesforce. Experience with NetSuite a plus.
- Comfortable with hybrid in-office/at-home working environment.

Seeking Perseverant, Creative and Energetic Candidates Who:

- Have strong attention to detail, including accurate and complete record keeping.
- Have strong time-management skills with ability to be flexible and responsive to changing priorities.
- Have ability to manage multiple lanes of work, prioritize tasks, and do so with minimal oversight.
- Are highly responsible, trustworthy, dependable with a strong sense of ethics.
- Can quickly learn and adapt to new tools.
- Have a passion for the mission and values of the organization.
- Exhibit professionalism, confidence, intellectual curiosity, and resilience.
- Are simultaneously team-oriented and strong individual contributors.
- Possess a valid driver's license.
- Are fully vaccinated against COVID-19.
- Hold legal authority to work permanently in the US.

Compensation:

- Competitive salary based on experience.
- The Freshwater Trust believes in investing in our employees, their health, and future through our benefits offerings. Our total rewards package includes full health and dental coverage, automatic retirement employer contributions, commuter benefits and cell phone reimbursement. Because we are all in, we value getting out, and support our staff with 5 weeks of paid time off plus over 10 paid holidays per year. We also offer perks such as staff retreats, sabbatical for full time staff after seven years, and professional development opportunities.

Application Instructions:

Please provide a cover letter and resume (including references) at:

<https://app.smartsheet.com/b/form/4ffc1808b1dd4a61ab083e6f236027ab>

The Freshwater Trust is an equal opportunity employer and does not discriminate in its selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations.