

Application Deadline: Open Until Filled**Job Title:** Controller**Location:** Portland, OR (HQ)**Position Type:** Permanent/full-time

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 50+ 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.

Who you are: An experienced Controller who can effectively oversee day-to-day accounting operations. A flexible and creative problem-solver who proactively identifies solutions and seeks to balance efficiency and risk mitigation. You are a forward-thinking and analytical financial professional, who appreciates the routine of a well-oiled accounting department and is comfortable reading accounting guidance and creating financial controls. You have experience working for small to mid-size organizations and may have a background in nonprofit accounting or experience with consultancy.

Position Responsibilities:

- Oversee day-to-day accounting operations of TFT.
- Manage the organization's annual audit and tax filings in conjunction with the organization's external auditor, as supported by the organization's Sr. Director of Finance.
- Ensure data integrity and accuracy, including review of cash transactions, federal grant requests and journal entries.
- Develop, monitor, and maintain organizational financial controls.
- Manage the periodic closing process, including account analysis and reconciliation.
- Other tasks as assigned.

This position will be supervised by TFT's Sr. Director of Finance, and will work closely with TFT's Bookkeeper, Accounting Clerk, and VP of People and Operations.

Skills and Qualifications:

- Bachelor's Degree in Accounting, Business, Finance or similar, and 3-5 years' experience in a similar accounting role for a medium-sized organization. CPA or CMA preferred.
- Knowledgeable in GAAP and comfortable with government contracting rules.

- Proficient in reviewing Audited Financial Statements, 990s, and state returns in Oregon and California.
- Payroll tax filing experience in Oregon, Idaho, California.
- Versed in QuickBooks, NetSuite, or other similar accounting program.
- Intermediate to advanced Microsoft Excel skills.
- Familiar with non-profit accounting or similar industry.
- Comfortable with hybrid in-office/at-home working environment.
- A flexible problem solver with a 'figure it out' personality.

Seeking Perseverant, Creative and Energetic Candidates Who:

- Have strong time-management skills with ability to be flexible and responsive to changing priorities, and consistently meet deadlines to keep the team on track and on schedule.
- Have strong attention to detail, including accurate and complete record keeping.
- Have ability to manage multiple lanes of work, prioritize tasks, and do so with minimal oversight.
- Have a curious personality that seeks out creative solutions to complex problems.
- 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.
- Are fully vaccinated against COVID-19.
- Hold legal authority to work permanently in the US.

Compensation:

- 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/0f5263dd8f214aaf8bbd2984a313c86b>

Interested candidates from historically underrepresented communities are strongly encouraged to apply. 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. ADA accommodations will be provided upon request.