



Finance and Administration Director MOUNT ST. HELENS INSTITUTE

Position:	Finance and Administration Director
Compensation:	Starting range is \$68,046 to \$72,190 annually; full position range is \$68,046 to \$88,784 annually; position is eligible for annual increase.
Benefits:	100% paid group healthcare insurance (medical, dental, vision, alternative, prescription) for staff member plus 50% paid for dependents; 3% matching SIMPLE IRA retirement plan; 15 vacation days, 10 paid holidays, and paid sick time
Term of Employment:	Full-time, salary, exempt
Closing Date:	Open until filled; applications reviewed on a rolling basis

ABOUT US: The [Mount St. Helens Institute](#) (MSHI) advances understanding and stewardship of the Earth through science, education, and exploration of volcanic landscapes. We are united in our common passion for Mount St. Helens and connecting folks of all backgrounds with science, the outdoors, and each other. We value diverse perspectives, good challenges, adventure, fun, partnership, and community. MSHI is the official nonprofit partner of Mount St. Helens National Volcanic Monument. As such, we work closely with Monument staff and operate under a US Forest Service special use permit.

MSHI fundamentally believes that its employees are a valuable source of ideas for improving operations and making the workplace more interesting and attractive. We ensure that all employees work in a positive, supportive, empowering environment free of discrimination. All candidates applying for this position will be reviewed without regard to race, color, creed, religion, sex, age, national origin, veteran or marital status, sexual orientation or physical ability. We are an equal opportunity employer and provider. Please review MSHI's [Equity, Diversity, and Inclusion statement](#) for more information on our commitment.

SUMMARY: MSHI is seeking a Finance and Administration Director (FAD). This critical position manages MSHI's financial operations (~\$1.5M/year and growing), administrative functions, and human resources policies and activities, ensuring legal compliance and implementation of MSHI's mission, financial and personnel strategies. Reporting to the Executive Director, the FAD will be a key advisor on strategy for achieving the organization's goals. This position will work closely with staff, the Board, our accounting firm, and other partners/vendors. Importantly, the FAD must help lead and evolve with MSHI during significant growth while promoting a positive and progressive work environment in alignment with the Institute's mission, values, strategic plan, and policies.

DUTIES AND RESPONSIBILITIES:

Finance

- Ensure longevity and maintenance of financial systems and practices, and that high-quality workflows remain consistent with set standards.
- In conjunction with MSHI's independent accountant, review, analyze, and present financial reports accurately and timely, clearly communicate monthly and annual financial statements, and oversee all financial, project/program, and grants accounting.
- Coordinate and lead the annual audit process, work with external auditors and the finance committee of the Board of Directors; assess and implement 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; and keep staff leadership and Board abreast of the organization's financial status.
- Manage organizational cash flow and forecasting, accounts payable bills and payments, accounts receivable, invoicing and collections, and maintain financial records and source documentation.
- Manage semi-monthly payroll and employee benefits programs, including retirement account contributions, payments, and reporting.
- Manage general insurance and health insurance packages to ensure adequate and cost-effective coverage.
- Maintain a robust grants, agreements, and contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Act as Finance Committee liaison.

Administration and Human Resources

- Oversee human resources compliance, including personnel policies and employment records.
- Oversee the employee life cycle (recruiting, hiring, onboarding, employment, and end of employment).
- Administer employees benefits programs (group health insurance, retirement plans, worker's compensation).
- Collaborate with leadership team on all human resources-related events, retreats, training courses and volunteer opportunities.
- Oversee administrative functions including but not limited to processing incoming and outgoing mail, ordering office supplies, maintaining a functional office environment, and monitoring and resupplying electronic equipment (copier, printers, etc.).

Leadership

- Share responsibility for promoting and maintaining a positive and progressive organizational culture.
- Actively support operational and strategic planning, policy-making, and monitoring risk, operational policies, and procedures.
- Attend board meetings.

As a small nonprofit, we all wear many hats. Other duties may be assigned.

REQUIRED QUALIFICATIONS:

- Minimum two (2) years of experience in finance, human resources and/or administration.
- Demonstrate personal and professional commitment to equity, inclusion and cultural competency.
- Excellent organizational skills and high attention to detail with the ability think "high-level" and strategically.
- Excellent written and oral communication skills.
- Competency in both Microsoft Office Suite and Google Workspace; this position requires extensive use of Microsoft Excel and Google Sheets.
- Absolute dedication to integrity and confidentiality.
- Ability to analyze data and problems in a systematic and thoughtful manner.

- Ability to work collaboratively with people of diverse backgrounds, ages and cultures, navigate difficult conversations, think critically to resolve conflicts and build trust and confidence in others to achieve organization's goals.
- Passion for the mission of MSHI.
- A valid driver's license with an acceptable driving record for the past three years. The position requires the use of a personal vehicle for administrative errands. Administrative errands are eligible for mileage reimbursement according to policy.

IDEAL QUALIFICATIONS:

- Advanced experience and knowledge in nonprofits including accounting and finance; grants, agreement and contract management; payroll functions; employment law; and financial audits.
- Ability to adapt to changing priorities, thrive in a fast-paced work environment, remain calm under pressure, multi-task and meet deadlines.

ABILITIES: Regular computer work is required, as is, at times, personal vehicle use (with travel reimbursement per policy).

WORKING HOURS: This is a full-time, Monday through Friday, position with some weeks possibly exceeding 40 hours. Evening and weekend work may be required occasionally throughout the year. Hours per week will vary throughout the year.

LOCATION: This position is based at MSHI's headquarters in Amboy, Washington, though part-time teleworking is permitted. Amboy is a rural community approximately 40-60 minutes from Vancouver/Portland. MSHI considers telework to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. This position requires 1-2 days/week in the Amboy office.

BACKGROUND INVESTIGATION: MSHI shall conduct a background investigation prior to making a conditional offer of employment or re-hire. All offers of employment are contingent upon a satisfactory background investigation. The background investigation may include, but is not limited to the following, as permitted by law: social security verification (social security number, date of birth, former addresses); prior employment verification; personal and professional references; education verification; motor vehicle records; and criminal history. The following factors will be considered for applicants with a criminal history: nature of the crime and its relationship to the position; time since the conviction; number (if more than one) of convictions; whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the organization, its employees, volunteers, partners and program participants.

TO APPLY

- Please send a cover letter and resume as attachments to apply@mshinstitute.org with the words "Finance and Administration Director" in the subject line.
- To learn more about MSHI, visit <https://www.mshinstitute.org/>