



## SHORERIVERS SEEKS FINANCE AND HUMAN RESOURCES MANAGER

ShoreRivers seeks a Finance & Human Resources Manager to support the organization's financial operations and human resource needs to facilitate organizational growth, sustainability, and long-term success. Key skills for this position are problem solving, analytical and critical thinking, interpersonal skills, and attention to detail. The candidate must have knowledge of accounting, financial, and business principles, as well as the ability to support recruiting, hiring, benefits, training, and employee relations. This position offers a competitive benefits package and a salary range between \$55,000 and \$75,000, based on experience. Position begins as soon as possible.

This position reports to the Director of Operations & Finance and works primarily out of the Easton office with a flexible schedule. This is a full-time position; the employee must be flexible to work weekends, evenings, and longer hours when necessary and to travel when necessary. The employee must live in, or be willing to relocate to, the communities where we work. The employee must be vaccinated against Covid-19 and provide a copy of his or her vaccination card.

To apply, send your resume and a one-page cover letter to Ann Frock, Office Manager, at [afrock@shorerivers.org](mailto:afrock@shorerivers.org) by Friday, October 28. Applicant names and the names of educational institutions will be redacted in the first round of reviews for equity purposes.

### FINANCIAL RESPONSIBILITIES

- Oversee and assist with financial accounting and bookkeeping for the organization.
- Prepare organizational, project, and program budgets.
- Manage accounting and budgeting for specific projects and programs in compliance with grant requirements. Prepare or oversee proposed budgets for grant funding.
- Analyze and present financial reports and key financial information to management staff in an accurate and timely manner.
- Prepare financial reporting materials for funders, proposals, and the Governing Board.
- Oversee and assist with payroll, invoicing, bill paying, and collections.
- Liaise with outside accountants and auditors during the annual audit process and for the preparation of tax returns.
- Assist with updates to business policies and accounting practices as necessary.
- Maintain in-depth knowledge of the programs and policies of the organization.

**Main Office**  
114 S. Washington St.  
Suite 301  
Easton, MD 21601  
443.385.0511

**Regional Office**  
111A North Main St.  
Galena, MD 21635  
410.810.7556

[shorerivers.org](http://shorerivers.org)

**Regional Office**  
207 S. Water St.  
Unit B  
Chestertown, MD 21620  
410.810.7556

## HUMAN RESOURCES RESPONSIBILITIES

- Assist the management team in maintaining strong employee relations.
- Assist with preparing job descriptions, recruiting, screening, interviewing, hiring, and onboarding new staff.
- Support staff professional development by coordinating outside training opportunities, managing the organization's training budget, and managing grant support for trainings.
- Support workplace safety by coordinating safety trainings and managing injury reports.
- Support management of employee compensation structure and benefits, including managing the open enrollment process for healthcare and retirement, researching wage bands to ensure competitive market standards, and coordinating with benefits providers.
- Be familiar with and able to advise staff on labor laws and regulations that support employees in the workplace.

## POSITION REQUIREMENTS AND QUALIFICATIONS

The employee must have a commitment to environmental protection and to ShoreRivers' mission.

### EXPERIENCE AND EDUCATION

- Bachelor's degree in accounting, finance, or relevant field
- MBA, CPA or other relevant professional degree is a plus
- Experience with nonprofit organizations and government grants is a plus
- 8+ years proven experience as a financial manager
- Knowledge of corporate finance and accounting principles, relevant laws, and best practices
- Knowledge of financial analysis and forecasting
- An understanding of, or experience in, Human Resources
- Experience producing organizational, program, and grant budgets

### SKILLS & ABILITIES

- Detail-oriented with excellent organizational abilities
- A strategic thinker who can make financially sound decisions
- Excellent communication and relationship building skills with the ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multitasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of ShoreRivers
- Proficient in the use of MS Office business software, particularly Excel
- In-depth knowledge of QuickBooks

ShoreRivers believes that swimmable, fishable, clean, and safe rivers are for everyone in our communities. We are an equal opportunity employer and welcome all applicants. This position uses a wide variety of skills; we encourage you to apply if you think you would be a good fit, even if you don't meet 100% of the qualifications.



## SHORERIVERS

ShoreRivers seeks to protect and restore Eastern Shore waterways through science-based advocacy, restoration, and education. We have a dedicated staff of Riverkeepers, educators, scientists, restoration specialists, and advocates focused on policies and projects that will improve the health of our rivers. Our staff are a strong, collective voice for Eastern Shore waterways.

ShoreRivers believes that diversity, equity, inclusion, and justice in our staff, board, supporters, and programs is critical to achieving our mission of clean water. We believe that access to waterways fuels environmental stewardship; inclusion of diverse communities is essential to long term success; and diverse representation in our membership, staff, and board makes us stronger.

## WORKING AT SHORERIVERS

ShoreRivers offers an energetic and fast-paced work environment with bright, fun coworkers. We cultivate a supportive, regenerative work culture where hard work, innovation, and collaboration are valued; time off and balance are elevated; and teambuilding and professional development are priorities.

### BENEFITS

- Medical coverage, with 100% of premiums for the employee covered by ShoreRivers.
- Retirement plan, with ShoreRivers matching up to 3% of an employee's salary.
- 15 paid days off during first two years of employment; 25 paid days off for employment over two years.
- 11 paid holidays, plus the week off between Christmas Eve and New Year's Day. (17 paid holidays total.)
- 5 weeks paid parental leave; option to add 7 weeks unpaid.
- Flexible work schedule and professional development opportunities.

