



**BLUE RIVER WATERSHED GROUP**  
**PART-TIME GRANTS AND ACCOUNTING DIRECTOR**  
**JOB DESCRIPTION**

**APPLICATION CLOSE DATE:** January 20, 2024

**POSITION TITLE:** Part-time Grants and Accounting Director

**REPORTS TO:** Executive Director

**LOCATION:** Summit County, Colorado. Hybrid remote, must be able to attend occasional meetings in Summit County

**TERM:** part-time 20 hours per week, exempt position, flexible schedule, PTO provided

**SALARY:** \$22,500 - \$27,500 annual half-time salary, depending on experience

**ABOUT THE BLUE RIVER WATERSHED GROUP**

The Blue River Watershed Group (BRWG) is a non-profit organization dedicated to the conservation and sustainable management of the Blue River watershed. Committed to community engagement and environmental advocacy, we work to protect, promote, and restore the health of the Blue River watershed through various programs, projects, and initiatives.

**POSITION OVERVIEW**

We are seeking a highly motivated and detail-oriented Grants and Accounting Director to join our team. The successful candidate will play a key role in managing the financial aspects of our organization, with a specific focus on grants management. The Grants and Accounting Director will be responsible for overseeing the grants application process, ensuring compliance with funding requirements, and maintaining accurate financial records.

We seek a candidate who is excited about building stability for the organization, increasing efficiency, and spreading impact around BRWG's mission.

**RESPONSIBILITIES**

**Grants Management:**

- Identify potential grant opportunities and assess their alignment with the organization's mission and goals
- Prepare and submit grant applications, ensuring accuracy, completeness, and compliance with funding guidelines including reporting requirements

- Collaborate with team members to gather necessary information for grant proposals and reports
- Monitor and track grant awards, reporting deadlines, and deliverables
- Maintain strong relationships with grantors and funding agencies

**Financial Management:**

- Oversee the organization's accounting functions, including accounts payable, accounts receivable, and general ledger maintenance
- Prepare and analyze financial reports, providing regular updates to the leadership team
- Ensure compliance with relevant accounting standards and regulations
- Work closely with external auditors during annual audits

**Budgeting:**

- Collaborate with program managers to develop and manage annual budgets
- Monitor budget vs. actual performance, identifying variances and recommending corrective actions as needed
- Provide financial guidance for the organization
- Ensure compliance with regulatory guidelines, and organizational policies
- Assist in the preparation of the organization's annual report

**QUALIFICATIONS:**

- Candidates with a Bachelor's degree in Accounting, Finance, or a related field will be given priority. CPA or relevant certification is a plus. Relevant experience may be substituted for education and/or certifications
- Proven experience in financial management, preferably in a non-profit organization
- Proven experience in grants management, preferably in a non-profit organization, preference given to candidates with a background in natural resource management, environmental stewardship, and/or water policy
- Strong knowledge of accounting principles, budgeting, and financial reporting
- Excellent written and verbal communication skills
- Detail-oriented with strong analytical and problem-solving abilities
- Proficiency in accounting software, Quickbooks, and G-Suite is preferred
- Ability to work collaboratively in a team-oriented environment as well as independently

**TO APPLY:**

Interested candidates should submit a resume, cover letter, and three professional references to [info@blueriverwatershed.org](mailto:info@blueriverwatershed.org). References and interviews will be part of the selection process. The deadline for applications is May 20, 2024.

The Blue River Watershed Group is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences.

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*Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every qualification. We are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with each qualification in the job description, please apply anyway! You might be just the right candidate for this role. Blue River Watershed Group is an Equal Opportunity Employer. The Blue River Watershed Group is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences who are passionate about issues affecting water and land conservation in Colorado and the western US.*