

**JOB TITLE:** Finance & Operations Manager

**LOCATION:** Whitefish, MT

**POSITION TYPE:** Full-time

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### **OVERVIEW:**

The Whitefish Lake Institute (WLI), a leader in water quality monitoring, research, and education, is seeking a Finance & Operations Manager to join our non-profit team in Whitefish, Montana. Reporting to the Executive Director, the Finance & Operations Manager will play a key role in multiple aspects and initiatives of the organization. As part of a small but high impact non-profit team, the Finance & Operations Manager will play a significant role in helping WLI fulfill its mission to protect and improve water quality in the Whitefish area.

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### **ESSENTIAL FUNCTIONS**

#### **Core Responsibilities**

##### ***Finance***

- Process accounts payable / accounts receivable
- Process monthly payroll
- Prepare annual budget
- Gather information for 990
- Manage Restricted / Reserve account

##### ***Operations***

- Manage insurance policies
- Write, administer, and report on grants
- Administer and invoice on contracts
- Manage member database and correspondence
- Draft articles and manage the production of the quarterly newsletter *LakeFront*
- Co-coordinate the Montana Lakes Conference (4-year cycle—next event 2027)
- Maintain organizational record keeping, including asset inventory
- Maintain and order office supplies

#### **Other Responsibilities**

- Participate in staff meetings, board meetings and WLI sponsored events
- Assist in *The Living Watershed* learning center capital campaign
- Assist with human resources and company policies
- Assist in educational programs if needed
- Assist with scientific data collection if needed
- Fulfill miscellaneous tasks associated with a small non-profit corporation as assigned by ED

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## DESIRED SKILLS, QUALIFICATIONS & QUALITIES:

- Minimum B.S. or B.A. in accounting, finance, or public administration with four years of related experience
- Natural resource experience preferred but not required
- Exceptional communication skills both oral and written
- Proven collaboration and relationship-building skills and ability to work effectively with diverse people, funders, and partners.
- Highly organized, detail oriented, with capacity to juggle multiple tasks in a high-energy environment
- Flexible, reliable, and self-directed work style
- Ability to work collaboratively in a team environment
- Positive, motivated, energetic, and empathetic attitude
- Command of major software programs including Microsoft Suite and Quickbooks Pro
- Passion for the aquatic resources of a small but vital watershed located at the headwaters of the Columbia River Basin

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## COMPENSATION:

- \$70,000-\$75,000 DOE
- Health Stipend (\$5,000 annually)
- 3 weeks paid vacation
- Paid winter break between December 25 and January 1
- Retirement contribution (up to 3% employer match)

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## APPLICATION PROCESS:

- Supply the following documents in a single PDF in the order listed below:
  - Cover Letter
  - Resume
  - Contact information for three professional references
  - Writing sample
    - List three things that appeal to you the most about working for WLI (maximum word count= 300).
- Submit required information electronically to the search committee at [info@whitefishlake.org](mailto:info@whitefishlake.org). Put "Finance & Operations Manager Application" in the subject line.
- Review of applications will begin September 15, 2025
- Position open until filled

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### **ABOUT THE WHITEFISH LAKE INSTITUTE:**

Founded in 2005, WLI is a science and education based 501(c)(3) non-profit led by a volunteer board of directors and assisted by a Science Advisory Committee. WLI partners with various organizations to creatively fund research and develop programs for Whitefish Lake and Whitefish area water resources. WLI is not an advocacy organization—instead we conduct research and provide scientific data to resource managers and citizens to aid in the decision-making process. We are funded by a broad base of members, research and education grants, and programmatic partnerships with other organizations and resource management agencies. We accomplish our work through three program areas: Science, Education, and Aquatic Resource Initiatives. Further information about the organization can be found at [www.whitefishlake.org](http://www.whitefishlake.org).

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### **ABOUT WHITEFISH, MONTANA:**

Located in the heart of the spectacular northern Rocky Mountains, Whitefish is home to approximately 8,000 residents. Named one of the "Top 25 Ski Towns in the World" by National Geographic, Whitefish is located on the shores of Whitefish Lake and at the base of Big Mountain—home to Whitefish Mountain Resort. A short jaunt to Glacier National Park, Whitefish is a year-round destination with plentiful attractions and a mixed array of shops, coffee houses, restaurants, accommodations, community gatherings, and nightlife. Cultural opportunities abound with two local professional theaters, area museums and many diverse musical offerings. Public and state lands offer exceptional downhill and Nordic skiing, snowboarding, hiking, hunting, biking, and boating. Amtrak's Empire Builder stops daily in Whitefish, and Glacier Park International Airport is only 15 minutes away.