

Job Announcement

May 2023

Washington Maritime Blue Contract and Finance Manager

Salary Range: \$72,000 - \$85,000 plus comprehensive benefits

Reports to: VP of Operations

Location: Seattle, WA; hybrid options available

Application Deadline: Rolling - priority deadline for consideration, June 16, 2023

Washington Maritime Blue

Washington Maritime Blue is a non-profit, strategic alliance formed to accelerate innovation and sustainability in support of an inclusive blue economy. With a mission to implement Washington State's Strategy for the Blue Economy delivered by Governor Jay Inslee's Maritime Innovation Advisory Council, we are a partnership between industry, public sector, research & training institutions, and community organizations. Maritime Blue works to create a world-class, thriving, equitable, and sustainable maritime and ocean industry through knowledge sharing, joint innovation, entrepreneurship, commercialization, business, and workforce development.

Position Description

The Contract and Finance Manager is a key member of the operations team and is responsible for the daily financial operation of the organization. This position oversees contract and grant management, accounting, payroll, accounts payable and receivable, financial documentation, and supports grant reporting and HR. The Contract and Finance Manager assists the VP of Operations in reporting on the financial status of the organization to program directors and managing the inflow and outflow of funds. This position also works closely with the CFO (part-time), and the President/CEO.

Notes: Maritime Blue will consider candidates of varying backgrounds and experience for this position. Applicants are not expected to fulfill all job requirements equally. For example, some applicants may have significant accounting experience and very little contract management experience (and vice versa).

This is a new position at Maritime Blue as we are transitioning from outsourced finance and contract management services. If you are interested in being part of a growing team and helping to co-create new systems for an organization with increasing complexity we highly encourage you to apply.

Contract Management

- Produce, manage, and maintain contracts with vendors, consultants, clients, funders, and state agencies.
- At the direction of the CFO, manage inflows and outflows of cash for accounts payable and receivable, ensuring vendors and subcontractors receive payment in a timely manner and grantors receive all necessary documentation to process payments.
- Support budget preparation for grants and contracts; assist with compilation of administrative documents and submission of proposals.
- Work with insurance brokers to provide partners with proof of insurance, renew policies, and seek additional coverage as needed.
- Collect and document certifications, forms and other vendor information from consultants, subawardees, and others.
- Create and maintain a database of contracts, payment information, and deliverable schedules.

Accounting and Finance

- Provide the President/CEO, CFO, and management team ongoing updates regarding the financial health and outlook of the organization.
- Maintain the organization's general ledger and ensure compliance with generally accepted accounting principles (GAAP).
- Contribute to organizational budgeting process.
- Maintain documentation library.
- Prepare journal entries, analyses, and account reconciliations and lead monthly close processes.
- Make deposits and communicate as needed with the bank.
- Oversee all project/program and grant accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.

Communication

- Respond to requests for financial information from internal and external sources
- Communicate clearly and effectively about financial health, cashflow projections, and internal controls
- Develop and implement retention policies and organizational methods for financial information and processes.
- Record best practices and workflows in writing and design and build financial management systems.

Reporting

- Work closely with program directors to submit reports to funding agencies and organizations.
- Maintain reporting calendar.
- Follow-up with funders to ensure timely processing of payments.

- Develop monthly budget to actuals for program directors.
- Develop quarterly reports for Board finance committee.
- Prepare specialized financial reports as requested.

Personnel / HR

- Process semi-monthly payroll and ensure accurate accounting for benefits and other withholdings.
- Work with HR team to reflect changes in pay status in payroll process.
- Maintain staff capacity map and projections.
- Work with HR team to onboard new staff and collect necessary documentation.

Nonprofit Compliance

- Ensure timely organizational reporting with federal, state, and city government for the purposes of maintaining 501(c)(3) status.
- Ensure timely organizational reporting for the purposes of maintaining business licenses and charity licenses.
- Work with CFO and external CPA to prepare annual 990.

Qualifications

This is an opportunity for an individual with financial and contract management experience to grow and develop custom operations architecture and support a dynamic team. The successful candidate will support all program areas and work collaboratively with staff to manage the day-to-day finances of the organization.

Specific background and experiences preferred include:

- At least three years of experience in progressively complex finance, accounting, payroll and contract administration.
- Experience writing grant budgets and negotiating contracts with funders and subcontractors.
- Comfortable managing requests from multiple sources and responding to internal and external stakeholders.
- Excellent communication skills with an ability to balance, negotiate, and work with others.
- Highly organized and able to explain complex concepts and processes to non-experts.
- A successful track record in setting priorities, shaping processes, managing budgets, and developing an infrastructure that creates a stronger and more efficient organization.
- A passionate and consummate team player with a flexible and creative approach.
- Personal qualities of integrity, empathy, and a commitment to Washington Maritime Blue's mission and focus on the values of diversity, equity and inclusion.

You will feel prepared to take on this role if you have experience in:

- Working independently while maintaining effective working relationships with co-workers, supervisors, partners, and the general public.
- Developing policies and processes that operationalize organizational values and goals.

- Communicating complex and technical financial information or processes to non-experts.
- Managing grants, contracts, and preparing reports for various funders and agencies.
- Developing a finance apparatus for a small organization with increasing complexity and changing needs.
- Working effectively with colleagues and partners from the full range of differences reflected in our community, including but not limited to ability/disability, age, socioeconomic status, English proficiency, race /ethnicity, family status, gender identity and expression, national origin/citizenship status, religion/spiritual expression, and sexual orientation.

You will be successful if you feel passionate about:

- Creating processes that help others thrive in their work and that create efficiency and clarity.
- Working with multiple stakeholders, including: industry, government, research, non-profit and community leaders; labor organizations, tribes, elected officials, investors, educators, youth, and co-workers.

Your effectiveness in this role will depend on your ability to:

- Communicate effectively, orally and in writing, while working in a fast-paced environment on a cross-functional team.
- Use creative problem-solving and demonstrate exceptional results with limited resources.
- Be efficient, resilient, and flexible.
- Take a consultative and customer service-oriented approach to problem-solving.
- Successfully manage competing priorities.
- Work in an environment that is welcoming, open, transparent, curious, collaborative, challenging, results-driven, and fun!
- Create, nurture, and leverage deep relationships throughout the region's maritime, ocean, technology and manufacturing sectors along with a diversity of community and youth leaders.

Work Environment

Washington Maritime Blue is headquartered in Seattle, WA with partners, stakeholders, projects and sites across the state of Washington. Remote work is supported with the expectation that staff are able to meet regularly in person as health and safety allow.

- Office environment with occasional project site visits (exposure to computer screens)
- Must be able to travel domestically and internationally (when safe and appropriate)
- Noise level is usually moderate
- Must be able to comply with organizational vaccination requirement

Benefits

- Flexible PTO; 96 hour annual minimum, no annual maximum
- 10 paid holidays plus December 24-31 holiday break
- Paid parental leave, 12-16 weeks
- Employer health care benefits with Regence - medical, dental, and vision

- Life Insurance
- Generous flexible spending account (FSA)
- 401(k) plan with 3% employer contribution
- Long Term Care

Commitment to Equity and Social Justice

Washington Maritime Blue is committed to creating a diverse, equitable, and inclusive workplace. This includes addressing institutional racism, sexism, ableism, and other forms of systemic oppression and individual prejudice. This work is ongoing and continually adjusted to meet the needs of our staff and stakeholders. We seek employees who think critically about their own cultural lens and can communicate effectively with people of different backgrounds and abilities. An ideal candidate will be committed to providing equitable engagement to our stakeholders, community, and clients. We are looking to receive applications from individuals with diverse arrays of experiences. All applicants will have the opportunity to attend an information session with Maritime Blue staff to hear more about the organization, the position, and ask questions of the team.

Additional Information

To be considered for this position, **please submit a single PDF with a cover letter and resume to info@maritimeblue.org**. Applications not submitted to this address or that do not contain a cover letter AND resume, will not be considered. **Use the following subject line for your submission: “YourName - Contract and Finance Manager Position.”** In your cover letter, please describe how your knowledge, skills, and abilities prepare you for the job responsibilities and qualifications outlined in this job announcement.

Applications will be read on a rolling basis and the position will remain open until filled. The **priority deadline for consideration is June 16**, after which Maritime Blue will begin scheduling interviews.

Maritime Blue will be hosting an Informational Session regarding this position on June 7, 2023 at 4 PM (PT). [Register for the Info Session here](#).

Who may apply

Washington Maritime Blue encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experience. This position is open to all qualified candidates that meet the minimum qualifications. Washington Maritime Blue values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, ages, sexual orientation, or gender identity.

Direct applicants only, please no third-party applications.

Questions

Please Contact: devon@maritimeblue.org

Do not submit applications to this email address.