

Order Number:

NY1485454

Date Job Order Received:

01/16/2024

Number of Openings:

1

Company Name:

Naturally Lewis

Job Title:

Finance & Operations Manager

Minimum Experience Required:

No experience requirement provided.

Job Description:

Naturally Lewis, the lead economic development organization for Lewis County, seeks a highly skilled, self motivated Finance & Operations Manager who will be an integral part of the economic development team, focusing on making Lewis County a great place to live, work, build business & play. INTERNAL FINANCIAL, TECHNICAL AND ANALYTICAL SUPPORT Manage and oversee the finances of Naturally Lewis Inc., the Lewis County IDA, Lewis County Development Corporation and the Lewis County Chamber of Commerce, including, but not limited to, financial bookkeeping, billing, payroll and annual audits Lead internal processes relating to LCIDA incentive projects and LCDC small business loan and grant programming, including, but not limited to: analyzing applications, drafting contracts, administering program payments, disbursements, schedules, monitoring and reporting Work with Executive Director on the creation of annual budgets; analyze budget numbers and compile financial forecasts for the organization and partner entities, craft cost benefit analyses on internal functions to create a sound financial strategy for the organization Spread financial accountability throughout the organization; provide ROI on programs and projects we are investing in, and provide solutions to fill the gaps in programs, projects and budgets. Bachelor's Degree in Business Administration, Finance, Accounting, Economics, Planning, Public Administration, or, an equivalent combination of education, training or experience as defined above Must be an excellent team player, must maintain effective working relationships, have flexibility, and must have a desire to be a leader within Lewis County Strong communication skills and comfortable speaking and addressing groups Computer proficiency is required (Microsoft Office Suite (including Teams), with a particular emphasis on Excel, Quickbooks, and Quickbooks Online Starting Compensation Range: \$55,000 - \$60,000 Other Benefits Include: Health Insurance or Health Reimbursement Account, Retirement with Match Contributions, Paid Time Off, Wellness Stipend Anticipated Start Date: March 2024

Please send your resume and cover letter.

Submission deadline is February 9th 2024.

Job Location:

Lowville, New York

Pay:

\$55,000.00 - \$60,000.00 Yearly

Benefits:

Health Insurance, Vacation, Holidays, Retirement/Pension

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Not specified.

Shift:

Not specified.

Public Transportation:

Information not provided.

Minimum Education Required:

Bachelor's Degree

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by telephone, or by email:

Phone: Steria, Cheyenne (315) 376-3014

Email: cheyenne@naturallylewis.com