

Order Number:

NY1542170

Date Job Order Received:

08/13/2025

Number of Openings:

1

Company Name:

Naturally Lewis

Job Title:

Finance & Operations Manager

Minimum Experience Required:

2 Years

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. The Finance Operations Manager will work closely with the Naturally Lewis team by engaging in the financial and technical work of the LCIDA, LCDC, Chamber of Commerce and Naturally Lewis, Inc. to facilitate goals and priorities of Naturally Lewis. The position will serve as a technical and analytical expert and will provide broad financial and administrative support for the organization and partner agencies. ESSENTIAL POSITION DUTIES Additional duties may be assigned & existing responsibilities may change as deemed appropriate. Work as a key member of the economic development team to support team members and team goals in making Lewis County a great place to live, work, build business and play. Activities include, but are not limited to: INTERNAL FINANCIAL, TECHNICAL AND ANALYTICAL SUPPORT

- o Manage and oversee the finances of Naturally Lewis Inc., the Lewis County IDA (LCIDA), Lewis County Development Corporation (LCDC) and the Lewis County Chamber of Commerce, including, but not limited to, financial bookkeeping, billing, payroll and annual audits
- o Lead internal processes relating to incentive projects and small business loan and grant programming, including, but not limited to: drafting contracts, administering program payments, disbursements, schedules, monitoring and reporting
- o 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
- o 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
- o Interact with agency attorneys to ensure appropriate actions are followed for all projects
- o Oversee and maintain compliance measures of the LCIDA and LCDC, who are overseen by the NYS Authorities Budget Office and the Office of the State Comptroller
- o Oversee and monitor human resource related tasks, including, but not limited to: working with HR consultants to administer employee benefits, payroll, PTO, health insurance, SIMPLE IRA contributions
- o Provide financial reports and report on financials for economic development organizations at board meetings
- o Assists in the research, preparation and writing of grant applications for federal and state programs relating to economic and

industrial development o Monitors grants awarded to the agency, or a client, to assure compliance with applicable laws, rules and regulations o Support the Executive Director and team with all other duties as assigned **EDUCATION, EXPERIENCE & SKILLS** To perform this job, an individual must be able to ensure agency performance of all duties outlined, as well as any other activities required to ensure Naturally Lewis is sustainable. The requirements below represent the minimum knowledge, skill, and/or ability required. 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 and Quickbooks Online **ADDITIONAL REQUIREMENTS:** Anticipated Start Date: October 2025

Job Location:

Lowville, New York 13367

Pay:

\$55000.00 - \$60000.00 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:

Not specified.

Minimum Education Required:

Bachelor's Degree

Driver Licenses, Including Endorsements:

Not specified.

How to Apply:

To apply, contact the employer by: E-Mail or Internet

Email: cheyenne@naturallylewis.com

Web-site: <https://naturallylewis.com/about-us/careers>