

NCAP

Financial Manager

Position Description

About NCAP:

NCAP is a non-profit organization with a mission to protect community and environmental health and inspire the use of ecologically sound solutions to reduce the use of pesticides. The U.S. Environmental Protection Agency has stopped regularly publishing national reports tracking the total amount of pesticides used annually, but in the last report released in 2017 it was over one billion pounds per year. This is roughly 3 pounds for every person in the country. This is concerning because pesticides cause imbalances in our natural systems and lead to serious human health concerns and cancers, as well as declines in endangered wildlife. NCAP has advanced alternatives to pesticides through education, research and advocacy since 1977. We work within and alongside frontline communities. By restoring balance to natural systems, we help people avoid the use of pesticides that contaminate our soil, water and air.

General Position Summary:

FTE: .60 (24 hours per week)

Compensation: Salaried at \$35,971 annually (\$28.82/hour equivalent).

Location: This position is eligible for remote work with a preference for a hybrid employee that could work from the Eugene OR office part time.

The Finance Manager provides leadership and oversight for NCAP's financial operations, helping ensure organizational financial health, accountability, and long-term sustainability. This position oversees day-to-day financial operations, maintains accurate financial records, prepares financial statements and cash flow projections, and supports financial planning and decision making by staff, Finance Committee, and Board of Directors.

The Finance Manager leads NCAP's annual budgeting process which includes drafting of the budget for the next fiscal year, budget for overhead expenses, updating budget calculators for the staff and helping staff generate their budgets. Works closely with program staff to develop grant budgets, monitor grant expenditures, and support grant invoicing and reporting. The position also oversees payroll, employee benefits, insurance, accounts payable and receivable.

In support of NCAP's shared leadership model, the Finance Manager contributes to organizational planning, fundraising, and evaluation. Serves as the staff liaison to the Finance Committee and provides financial information and support for reports to the Board, donors, and funders.

Qualifications

- The ideal individual for this role is passionate about NCAP's mission and will have a strong ability to work both collaboratively in a team and individually to support organizational finance/accounting and administrative functions.
- Bachelor's degree in Finance, Accounting, Public Administration or a related field and a minimum 5 years experience in business or non-profit finance/accounting processes. Or any combination of education and professional experience that provides the necessary knowledge, skills and abilities to perform the responsibilities as described.
- Experience with:
 - QuickBooks Online
 - Creating monthly financial statements
 - Using Microsoft Office Suite including Word and Excel
 - Grant budgets, administration and invoicing

Position Responsibilities:

Finance & Accounting

- Manage NCAP's day to day accounting and financial operations in QuickBooks Online, ensuring accurate and complete financial records.
- Review financial information from Salesforce and NationBuilder.
- Prepare monthly and quarterly financial statements, cash flow projections, and financial analysis.
- Lead development of NCAP's annual organizational budget with support from staff.
- Monitor grant spending and assist program staff with grant budgets, invoicing and financial reporting.
- Manage NCAP's cash flow, including unrestricted, restricted and endowment funds.
- Develop and maintain financial policy documentation, standard operating procedures and accounting standards to safeguard organizational assets and ensure accurate and reliable financial reporting.
- Support fundraising efforts by providing financial information, reports, budgets, and other materials as needed.

Finance & Administration

- Manage payroll, employee benefits enrollment and renewals. This includes health and dental insurance and SIMPLE IRA contributions. Maintain relationships with benefits providers and brokers.
- Oversee cash management, accounts payable, electronic payments, and other routine financial transactions.
- Manage credit card statements and receipt/expense tracking.
- Maintain financial and administrative records in accordance with generally accepted accounting principles and NCAP policies.
- Serve as staff liaison to the Board Finance Committee.
- Participate in staff meetings, organizational planning, training, evaluations and other shared leadership responsibilities.
- Provide financial and administrative support for organizational reporting and decision making.

Shared Leadership

NCAP operates under a distributed leadership model that prioritizes equity, collective decision-making, and staff autonomy. Moving away from traditional top-down hierarchies, we utilize a collaborative structure where power and responsibility are distributed across the team. As the Finance Manager, this position will be an active participant in shaping organizational strategy. Our model relies on consensus-based decision-making and high levels of transparency, supported by regular all-staff leadership meetings and equity discussions. We seek a candidate who thrives in a self-directed environment, values mutual accountability, and is eager to contribute to a workplace culture rooted in shared power and collaborative success. NCAP staff facilitate staff meetings on a rotational basis, participate in peer staff evaluations and contribute to organizational strategic planning and equity milestones

Benefits

NCAP offers health insurance (86% covered for employees) and dental insurance (100% covered for employees); a SIMPLE IRA retirement plan; vacation and sick leave; 12 floating holidays; and a home office stipend. NCAP is committed to prioritizing benefits as we work toward ensuring every staff member earns a living wage.

How to Apply

Submit a cover letter and resume consolidated into a single PDF or Word document with the subject line: "NCAP Financial Manager" to jobs@pesticide.org. Your cover letter should describe how your skills align with the position and your interest in NCAP's mission. Candidates are encouraged to apply by October 5, 2026 to ensure consideration and position is open until filled. Target start date: November 2026.

**** NCAP is an equal opportunity employer. We strongly encourage applications from women, people of color, members identifying with the LGBTQ community, individuals with disabilities, people who have been directly impacted by pesticides, and other underrepresented groups as well as covered veterans. NCAP does not discriminate based on race, color, religion, sex (including pregnancy), gender identity, sexual orientation, national origin, age, disability or genetic information.*