

MAFWA Treasurer and Financial Manager

Contract Position Announcement

The Midwest Association of Fish and Wildlife Agencies (MAFWA) is seeking a qualified professional to serve as its Treasurer and Financial Manager.

This independent contractor position serves as the Association's lead financial administrator and is responsible for managing accounting operations, financial reporting, budgeting, compliance, audits, investments, and financial records for a regional nonprofit organization representing state fish and wildlife agencies across the Midwest.

Key Responsibilities

- Manage all Association financial accounts and records.
- Maintain accounting systems and financial documentation.
- Prepare budgets, financial reports, and cash flow analyses.
- Coordinate invoicing, dues collection, and accounts payable.
- Monitor investments and financial assets.
- Support audit activities and internal financial controls.
- Coordinate nonprofit compliance and regulatory filings.
- Assist with grant and program financial administration.
- Present financial reports to the Executive Committee and Board of Directors.

Desired Qualifications

- Experience in accounting, bookkeeping, financial management, or nonprofit administration.
- Strong knowledge of financial reporting and budgeting.
- Experience with QuickBooks or similar accounting software.
- Proficiency with Microsoft Excel and financial spreadsheets.
- Ability to manage confidential financial information.
- Strong organizational and communication skills.

Preferred Qualifications

- Certified Public Accountant (CPA) or equivalent financial credentials.
- Experience working with nonprofit organizations, associations, or government-funded programs.
- Experience supporting audits and tax-exempt organizations.
- Familiarity with federal grant administration and reporting.

Position Details

- Independent Contractor Position
- Remote Work Environment
- Flexible Schedule
- Occasional Travel May Be Required
- Compensation Based on Qualifications and Experience- 500 hours/year and a starting salary range of \$25,000.

About MAFWA

The Midwest Association of Fish and Wildlife Agencies is a regional association of state fish and wildlife agencies dedicated to advancing conservation, natural resource management, outdoor recreation, and collaborative partnerships throughout the Midwest.

To apply, submit a cover letter, resume, and references to:

Stephanie Daniel MAFWA Executive Secretary

sdaniel@mafwa.org