

# Staff Position Description

**MISSION:** FOSTERING CONSERVATION SERVICE IN SUPPORT OF COMMUNITIES AND ECOSYSTEMS

**VISION:** A LEGACY OF HEALTHY LANDS, AIR AND WATER; THRIVING PEOPLE AND RESILIENT COMMUNITIES

**Title:** Chief Financial Officer

**Reports to:** Chief Executive Officer

**Starting Salary:** \$110,000 – 120,000

**Location:** Flexible in contiguous US, preference for Durango, CO

**Status:** Full time, Exempt, Remote

**Benefit Eligible:** Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off *per Personnel Policies*

## **Summary:**

The Chief Financial Officer (CFO) is responsible for all aspects of the financial operations for Conservation Legacy. Reporting directly to the Chief Executive Officer (CEO), the CFO manages all financial functions including: accounting, budget development and variance analysis, financial operations, finance personnel management, management of legal requirements, grant and agreement compliance, procurement, financial modeling and analysis. The CFO directly oversees and supervises the financial/accounting staff and other departments as directed by the CEO. Conservation Legacy is heavily funded through government partnerships. The CFO must ensure that Conservation Legacy carefully stewards and tracks all revenue in alignment with federal, state and local regulations and laws. CFO serves as an active member of the Leadership Team helping to develop and implement the agency's vision and mission.

## **Essential Responsibilities and Functions:**

### **Leadership**

- Manage and staff financially related organizational committees including the Board Finance Committee
- Ensure Conservation Legacy is compliant with all funding streams including complex federal and state requirements.
- Attend additional committee and board meetings in an advisory capacity
- Participate as an active, open, and visible member of the leadership team, promoting effective collaboration across all departments and a positive work experience for all staff.
- Prioritize efforts to operationalize the strategic plan through collaboration with the leadership team and Board of Directors.
- Ensure a productive work environment within the finance and accounting function
- Manage and oversee the relationship with independent auditors

### **Strategy and Oversight**

- Monitor investment and cash management accounts and work to maximize return on our investments and resources while operating within government regulations
- Hire, retain, and train skilled accounting and finance staff
- Identify opportunities for system improvement and oversee implementation
- Conduct data analysis to help the organization make strategic financial decisions

- Ensure the organization maintains a stable cash flow for current and long-term planning during a period of rapid growth
- Help define and execute the organization's strategic priorities and supports development and fiscal compliance.
- Guide financial decisions and activities by establishing, monitoring, and enforcing policies and procedures.
- In partnership with leadership, ensure that cost structure is effective, efficient, and meets partner and organizational needs

### **Budget**

- Lead organizational planning and development of operating budgets, control of expenditures against budget, and variance analysis of actual performance to budget
- Develop continual improvement of the budgeting process through adequate budgeting tools and education of Directors, Senior Leadership, and Board of Directors
- Assist resource development leadership in preparing budgets for grant proposals which fit into the organizational strategy
- Ensure the maintenance of financial records and recordkeeping systems, including grant/fund accounting, to ensure compliance with all regulations, generally accepted accounting principles and contractual requirements

### **Accounting**

- Ensure that the financial statements are accurate, timely, and complete, providing management with the best information possible for decision support and results tracking
- Develop and maintain systems of internal controls to safeguard financial assets of the organization and oversee federal awards and programs
- Maintain expert knowledge on cost allocation methodologies, provides recommendation for improvement

### **Other Duties**

- Successfully engages, leads, and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Expected travel to Durango at least four times a year and align travel with key dates including the annual audit.

### **Physical Requirements:**

*Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions.*

### **Minimum Qualifications:**

- A minimum of ten years of progressively responsible work experience managing the accounting functions in a non-profit agency, government agency, company, or equivalent experience
- Previous experience with accounting software such as Financial Edge or similar accounting software
- Thorough knowledge of budgeting and accounting practices, processes, and procedures of non-profit organizations
- Demonstrated ability to organize, direct and coordinate operations in personnel supervision
- Experience with the management and implementation of business systems
- Budget development and management
- Exhibits the ability to effectively work on diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Experience with influencing diverse groups of employees to achieve common goals.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to communicate effectively, manage complexity cultivate innovation, drive and influence results of oneself and others.
- Ability to work well with others and to seek assistance when needed to carry out assignments.
- Familiarity with Microsoft Office programs and applications, or similar platforms.
- Ability to keep others, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record
- Must be able to pass the organization's criminal history check requirements.
- Demonstrated ability to organize, direct and coordinate operations in personnel supervision; the recruitment and retention of key personnel and budget management
- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.

#### **Preferred Qualifications:**

- Bachelor's degree from an accredited college or university in accounting, finance, or business administration, or equivalent.
- CPA preferred
- Experience with organizational growth and associated financial needs, concerns and opportunities
- Experience working in non-profits and board committees
- Other preferences or technical skills.

**To Apply:** Send Cover letter and resume to (Jennifer Erickson) [at \(jerickson\)@conservationlegacy.org](mailto:(jerickson)@conservationlegacy.org)  
Subject line in this email must include "Applicant".

Cover Letter must include a response to the following question: ***Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.***

Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression,

marital status, genetic information, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.