

Staff Position Description

Title: Director of Finance

Starting Salary Range: The starting salary range for this position will be in the \$117,600 to \$121,128 range, depending on experience, education, and skills relevant to the position. Please note that the indicated starting salary range describes the range for an incumbent in this position. Most new staff generally start at the beginning of the range percentile to ensure internal salary equity.

Location: Fully remote eligible with a preference for someone who can spend time in a Conservation Legacy office.

Status: Full-Time, Exempt

Benefit Eligible: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off

Reports to: President/CEO

Organizational Summary:

Conservation Legacy is a nationwide non-profit. The Corps programs within the organization engage participants in diverse conservation and community projects that serve public and private lands. These projects provide opportunities for personal and professional development and strive toward a high priority of needs for public land managers and community partners. Through the mission of engaging future leaders who protect, restore and enhance our nation's lands through community-based service; Conservation Legacy works toward a world with healthy lands, air and water; thriving people and resilient communities.

Position Summary:

The Director of Finance position is responsible for managing the finance team and overseeing the development of monthly and year-end financial statements. The position establishes and monitors internal controls for monitoring assets, capital investments, controlling costs, and liquidity. The position ensures compliance with applicable regulations (GAPP, CFR, etc. mandate). The position also supports the long-term strategies for the organization. The Director of Finance directly supervises the Controller and provides support for the training and development of finance staff. The Director of Finance receives support from a contract Chief Financial Officer.

Financial Expertise and Management

- Oversees the finance department's day-to-day functions
- Responsible for delivery of accurate and timely monthly and end-of-year financials
- Manages internal controls
- Generates financial reports for staff, board, and other stakeholders
- Audits and analyzes expenses
- Supports the annual audit process and engages with independent auditors
- Advises organizational leaders on financial goals and targets
- Ensures the finance department is organized and staffed to support the organization's mission and goals.
- Monitors and manages cash flow and line of credit
- Responsible for identifying and mitigating risks
- Work collaboratively with other staff and departments for the purposes of budget

Organizational Advocacy

- 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.
- Reports any potential complaints within the organization as identified in the Personnel Policy Manual.
- Assists or leads other responsibilities, as assigned.

Other “Hats” You May Wear: Customer Service, Relationship Development, Marketing, Administrative, Supervision or Mentorship to Others, Facilitator, Trainer, Facilities, Human Resources, Supervisor

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. 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.

Qualifications:

- Ability to successfully work in a fluid, changing work environment.
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Experience with accounting software with experience in Financial Edge preferred
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- Valid Driver’s License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization’s criminal history check requirements.
- Ability to develop and mentor others
- Ability to meet details and use critical thinking skills
- Ability to drive results
- Ability to identify and seek needed information and research
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented in our organization and those of BIPOC communities.
- 5+ years of non-profit or related accounting, 10 + years of overall accounting experience.
- Degree in Accounting or Business
- CPA preferred but not required

Other Competencies Desired for this Position’s Success: Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns.

To Apply:

1. Send Cover letter and resume to Name at nwilliams@conservationlegacy.org. The position is open until filled with preference given to applications received before June 28th, 2024.
2. Cover Letter Must Include:

Subject line includes “Applicant_(Your Name)”.

Cover Letter must include a response to the following: *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. This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service. Where a significant portion of the population eligible to be served needs services or information in a language other than English, the recipient shall take reasonable steps to provide written material of the type ordinarily available to the public in appropriate languages.

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.