Job Announcement: Finance Director

Position Summary:

Reporting to and partnering with the Executive Director, the Finance Director is responsible for all financial management functions of an organization with a $2 to $3 million annual budget. They will oversee financial policy and direction for Conservation Northwest, as well as lead financial administration, business planning and budgeting. This position will encompass hands-on responsibilities of accounts payable, reconciliation, and documentation of balances, and payroll processing. As a member of the leadership team, the Finance Director will work closely with a motivated and engaged Finance Committee of the Board of Directors.

Responsibilities:

- **Full Charge Bookkeeping**
  - Post all financial activity to QuickBooks, utilizing fund accounting to track grant and program activity;
  - Revenue: Coordinate with Development Department to obtain Salesforce and third-party information providing revenue coding for QuickBooks deposit entry; and
  - Perform all tasks to ensure bookkeeping accuracy.

- **Expenses**: Pay bills (mostly online) and track A/P. Execute payroll online. Track and report grant activity and restrictions as relevant in QuickBooks.

- **Financial Management**
  - Lead the annual organization budgeting process;
  - Manage and as needed improve systems, policies and processes that provide for accurate, transparent, and timely financial reporting;
  - Develop and analyze cash flow projections;
  - Oversee the annual audit; and
  - Taxes: Prepare information for IRS Form 990 completed by outside CPA firm.

- **Financial Service Providers**: Ensure that services by banks, Fidelity (retirement benefit account) and Paychex are provided as per agreement.

- **Risk Management**: Monitor and evaluate finance-specific risks to CNW and ensure that financial transactions, reports and reconciliations are reviewed and approved per controls.

- **Benefits and Payroll**: Oversee employee benefits related to payroll, including medical, dental and disability insurance; retirement plan contributions, and leave accrual.

- **Internal Collaboration**
  - Serve on leadership committee and support Executive Director in oversight and execution of strategic plans; provide support for Board Finance Committee;
  - Contribute to a culture of respect and collaboration;
  - Offer insights and guidance on operations considerations that impact financial performance;
  - Work with Executive Director and Development/Operations Director on revenue tracking, projections, and decision-making;
  - Support all teams/programs with pro-active reporting on expenses and budget-to-actual updates;
  - Prepare financial reports for Board, Finance Committee, and staff, including developing reports, graphs, and other materials to communicate financial activities.
About Conservation Northwest:
A regional non-profit organization, Conservation Northwest has a 32-year track record of success protecting, connecting and restoring wildlands and wildlife from the Washington Coast to the British Columbia Rockies. Our M.O. is simple: connect the big landscapes, restore the most vulnerable wildlife, and protect our natural heritage for future generations. Our approximately 20 staffers and half a dozen regular contractors represent nearly 4,000 dues-paying members in Washington, British Columbia and beyond. Our conservation community also includes more than eighteen thousand activists, supporters and online followers.

Conservation Northwest is an equal opportunity employer committed to creating an inclusive workplace that represents the diversity in our communities. Veterans and people with diverse social, racial and ethnic backgrounds are encouraged to apply. All qualified applicants will be considered for employment without preference given to race, color, religion, sex, sexual orientation, gender identity, social background, or disability status.

We recognize that conservation must go hand-in-hand with healthy, prosperous communities. We’re restoring wildlands and wildlife by working with diverse stakeholders. Through dialogue, we find common ground and collaborative solutions for challenging issues including habitat corridors, wilderness conservation, forest restoration and endangered species recovery across our region. For more, visit conservation.org/about-us and conservationnw.org/our-work

Desired Qualifications
- 7+ years of experience in finance or accounting; nonprofit experience preferred;
- Excellent knowledge of (preferably nonprofit) accounting, operations, controls, and best practices;
- Experience with financial grant management and/or project budgeting preferred;
- Deep attention to detail;
- Understanding of the mission, model, and work of Conservation Northwest;
- Excellent organization, writing and verbal communication skills, including strong ability to explain financial concepts to staff and board members; and
- Working knowledge of QuickBooks and the full suite of Microsoft Office applications.

Hours and Compensation
- Employment Type: Full-time, exempt.
- Compensation: $72,000 - $88,000 annually, depending on experience.
- Benefits include: medical / dental / vision insurance, Simple IRA, three weeks paid vacation, sick leave, cell phone/internet stipend.
- Location: Seattle; the position can be largely remote, with 1-2 days in the office each week

To Apply:
Please send resume and one-page cover letter to Mitch Friedman, Executive Director, at mitch@conservationnw.org. No phone calls. Candidates granted an interview will be asked to provide at least two professional references.