



*The Alliance is an Equal Opportunity Employer.
Visit our website at: allianceforthebay.org*

Position Announcement: **Finance Director**

About the Alliance:

The Alliance for the Chesapeake Bay (Alliance) is a regional nonprofit organization whose vision is clean streams and rivers flowing through resilient landscapes, cared for by the people who live, work, and play in the Chesapeake Bay watershed; and whose mission is to bring together communities, companies, and conservationists to improve our lands and waters. The Alliance was founded in 1971 and has offices in Annapolis, MD, Lancaster, PA, Washington, D.C., and Richmond, VA.

Job Description:

The Finance Director reports directly to the Chief Executive Officer (CEO), and is responsible for oversight of all finance, accounting, and reporting activities at the Alliance. The Director oversees the Finance Department, works closely with the Alliance's Board of Directors' Finance Committee and Chief Operating Officer (COO), and supports the organization's growing 50+ professional staff in financial-related tasks.

The Finance Director will lead all day-to-day finance operations of a budget of approximately \$16 million and directly supervise a team of 2-3 staff members including functional responsibility over accounting, accounts payable, accounts receivable, payroll, and grants financial administration. The Director will ensure that the Alliance has the systems and procedures in place to support effective financial task implementation and conduct clean annual audits. The Director will work closely with staff to educate them regarding finance and accounting procedures and to explore how the finance function can support the Alliance's programs, fundraising efforts, and operations. In addition, the Director will partner with the CEO, COO, and administrative staff to enhance and better integrate finance and human resource functions.

Specific Duties of this Position:

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal control and safeguards for revenue, costs, and budgets vs. actual expenditures.
- Coordinate all audit activity, nonprofit tax documentation, and NICRA process.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep the CEO, COO, and Finance Committee abreast of the Alliance's financial status.
- In coordination with the Alliance's leadership, support the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Under the direction of the CEO and Finance Committee, manage and track the performance of invested assets in keeping with policies and investment guidelines.
- Oversight of (with the support of the Finance Team):
 - All financial, contract and grants accounting; ensure that expenditures are consistently aligned with contract and grant budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.
 - Payroll processing, fringe benefits, and indirect allocation across projects.
 - Manage organizational cash flow through account management and by working in partnership with programmatic staff; continuously collaborate with senior staff to assess the financial efficacy of program expenses and establish finance and administrative systems to support program delivery.

- Fundraising revenue reconciliation in coordination with the Development Team.
- Sage Intacct software, including timesheet, expense, and dynamic allocation modules.
- Leverage strengths of the current finance team members, help to clarify roles and responsibilities and develop and implement training programs in order to maximize and reach optimal individual and organizational goals.
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.

Minimum Qualifications & Experience:

- Bachelor’s degree in accounting, finance, or similar.
- Certified Public Accountant preferred.
- 7+ years relevant professional experience (an advanced degree in a relevant field may substitute for professional experience).
- Experience in complex nonprofits that have multiple revenue sources and reporting requirements.
- Advanced knowledge of accounting and reporting software, especially Sage Intacct.
- Experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, and payroll.
- A track record in grants management as it relates to compliance and reporting of government, corporate, and foundation grants is essential.
- Commitment to mentoring and training the Finance Team; the foresight and ability to delegate accordingly.
- Keen analytic, organization and problem solving skills which allows for strategic data interpretation.
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior leadership, board, and at times outside partners.
- Ability and desire to translate complex financial concepts to individuals at all levels.
- Experience with Google Drive Suite is a plus.

The Alliance aspires to be an inclusive multicultural organization that celebrates the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical abilities, religious and political beliefs. We are committed to ensuring diversity and inclusion remain integral to our organizational structure, policies, board of directors, staff, strategic goals, grants, partnerships and program delivery. The Alliance believes a broad base of participation and partners reflecting all of society is needed to be successful in the Chesapeake Bay Watershed restoration effort. Visit www.allianceforthebay.org/DEI to learn more.

The Alliance for the Chesapeake Bay offers a family friendly, flexible work environment. We are committed to building a diverse team and strongly encourage candidates from all backgrounds to apply. If you meet at least 75% of the qualifications of this description, we encourage you to submit an application.

Supervision: The Finance Director will report directly to the Chief Executive Officer.

Hours and Location: The Finance Director is expected to be based at the Alliance’s Annapolis, Maryland office, though the Alliance will consider applicants based out of other regional offices. Some night and weekend work may be required. Travel throughout the Chesapeake Bay watershed is needed at times. The position advertised is full-time (40 hours per week).

The Alliance will require the successful applicant to submit proof of vaccination and booster against COVID-19 (or proof of a qualifying federal exemption) prior to the candidate's first day as an Alliance employee. This is not required at time of application.

Salary: \$90,000+, commensurate with experience. Competitive benefits (health, dental, and vision insurance, 403b retirement fund, life insurance, etc) are available.

Application: Please email your cover letter, résumé, and list of 3 professional references to careers@allianceforthebay.org no later than **Monday, May 2, 2022**. Indicate “Finance Director” in the email subject line. No telephone inquiries, please.