POSITION DESCRIPTION

Director of Finance

NIA TERO

Nia Tero US-based nonprofit working in solidarity with Indigenous peoples and movements worldwide. We have an inclusive culture guided by Indigenous wisdom, practices, and protocols. Our governing bodies, leadership, and staff are built upon diverse, Indigenous and non-Indigenous identities and life experiences. As a bridging organization, we view this diversity as a source of our strength. Our mission is to work in solidarity with Indigenous peoples who sustain thriving territories and cultures to strengthen guardianship of Earth and all beings. Our vision is of an Earth where Indigenous guardianship of thriving homelands and waters is enabled everywhere possible on Earth. Nia Tero is in a start-up phase seeking candidates who thrive in a dynamic environment and are flexible as the organization grows and scales.

SUMMARY

The Director of Finance will lead Nia Tero’s accounting and day to day financial management including audit, tax filings, and reporting & analysis. Reporting to the Managing Director, Operations, this position will seek to maximize efficiency and streamline the organization’s financial activities through the maintenance and development of sound financial processes and procedures. Additionally, this position will play a key role in the development and ongoing monitoring of Nia Tero’s annual budget as well as building both short-term and long-term forecasting models. The ideal candidate will have the demonstrated ability to roll up their sleeves and work collaboratively in a hands-on capacity while also having the ability to think creatively, proactively build and mature systems, and to clearly communicate complex financial information through various types of financial presentations.

KEY RESPONSIBILITIES

- Lead the day to day financial processes for the organization including payroll, local and state tax filings, managing corporate cards, and overseeing financial data reconciliation processes between all systems (financial software, expense reports, Salesforce, etc.)
- Lead, develop, and mentor Staff Accountant
- Manage annual audit process & 990 preparation in coordination with external CPA’s
- Create and analyze financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements, collate financial reporting for all donor reports and oversee all financial project/program and grants accounting
- Lead the development and management of financial reports in Salesforce (CRM), Foundation Connect (Grants System), and SageIntacct (finance system)
Support the Managing Director, Operations in the annual budget and planning process; review all financial plans and budget while monitoring progress and changes throughout the year

- Develop a reliable cash flow projection process and reporting mechanisms
- Create financial models and other long term planning tools in partnership with Managing Director, Operations and Senior Leadership
- Mature and develop dynamic financial presentations to clearly communicate complex financial information to a variety of audiences
- In partnership with Managing Director, Operations mature, refine, and implement organization’s financial processes and internal controls

PEOPLE AND RESOURCE MANAGEMENT RESPONSIBILITIES
This position will supervise a Staff Accountant and manage relationships with key service providers. This position will highlight spending and compliance issues and have access to Nia Tero’s bank accounts and financial files, so discretion is required.

QUALIFICATIONS

Required:

Education and experience
- Bachelor’s or Associate’s degree in accounting or finance or equivalent work experience*
- 7+ years’ experience in an accounting or finance related position with increasing scope of responsibility
- Strong written and verbal skills
- Experience with nonprofit and GAAP accounting principles
- Ability to model complex scenarios, create budgets, and analyze variances
- Demonstrated ability and proven track record of presenting complex financial information with easy to understand terms, visual models, etc.
- CPA preferred

*A combination of education, training, and experience which has provided theoretical and practical knowledge will be evaluated for equivalency.

Skills and abilities (including languages and software)
- Strong organizational, time management and project management skills. Ability to manage multiple and varied tasks in a fast-paced, high-volume regulated environment, highly proficient organizational skills and keen attention to detail
- Strong analytical skills, with an ability to troubleshoot, problem-solve and effectively and efficiently make decisions
- Excels at working within a team and is patient and objective in difficult situations with different types of people and cultures
• Strong communication skills with external and internal personnel to include: active listening; articulating clearly and confidently, facilitating positive, timely, and appropriate communication amongst team members
• Continue own education by staying informed of industry trends, learning new skills and sharing relevant information with others
• Working knowledge of SageIntacct or similar accounting software
• Advance skills in Excel and other related reporting software
• Ability to visualize and design charts, graphs and other financial models

Ideal:
• Working knowledge of Spanish, Portugese or French
• Experience with start-up cultures.

WORKING CONDITIONS AND TRAVEL
This full-time position is ideally based in Seattle with flexibility to work some evenings and weekend hours as needed. Due to COVID-19 restrictions, this position will work remotely while the office is closed.

Physical Requirements:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:
• Visually or otherwise identify, observe and assess distance, color and depth; required to regularly communicate with others and exchange accurate information.
• Able to operate a computer and other office productivity equipment; able to remain stationary at a computer for extended periods of time and move around his/her assigned work space.
• Occasional day and night domestic travel and some international travel is a potential (up to 10%)

HOW TO APPLY:
If interested in this role, please email cover letter and resume, formatted in Microsoft Word, via http://scionstaffing.com/jobportal/#/jobs/8438. Please address applications to:

Elizabeth Crimmins, Senior National Executive Search Principal
Scion Executive Search
Nia Tero is a poly-cultural, global organization that strives to have an inclusive, equitable, and diverse work culture. We strongly encourage people from historically excluded groups to apply.

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<thead>
<tr>
<th>Department:</th>
<th>Operations</th>
<th>Reports to:</th>
<th>Managing Director, Operations</th>
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</thead>
<tbody>
<tr>
<td>Direct Reports:</td>
<td>Staff Accountant</td>
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