POSITION DESCRIPTION

Associate Director of Finance

NIA TERO

Nia Tero is a 501(c)(3) organization established in 2017 with the mission to secure Indigenous guardianship of vital ecosystems. We believe that if place-anchored people are thriving, the places that are key for all humanity will thrive as well. For this reason, we seek to work with Indigenous peoples and local communities that share a collective territory. Specifically, we seek partners with a vision for the future that maintains living connections to place and culture and sustains inter-generational anchoring in remarkable ecosystems. We aim to partner with them in the long term to support their work towards accomplishing their vision. Nia Tero is in a growth phase seeking candidates who thrive in a dynamic environment and are flexible as the organization grows and scales.

SUMMARY

The Associate Director, Finance is responsible for leading and overseeing the financial integrity of the accounting system (Sage-Intacct) and associated sub systems. The Associate Director will work with the Director of Finance and Senior Accountant to ensure performance of and streamline processes around balance sheet and bank reconciliations, research and resolution of discrepancies, A/P, 1099-Misc forms, A/R, journal entries, fixed assets, grant accounting, audit prep, payroll accounting, and accurate and complete month and year-end closing. Reporting to the Director of Finance and directing the Senior Accountant, this role requires strong leadership skills, a keen eye for financial details and the ability to collaborate with cross-functional teams ensuring smooth day to day financial operations of the organization.

KEY RESPONSIBILITIES

Lead and Manage Financial Operations

- Lead full cycle accounting, month, and year end closing activities.
- Ensure accurate and timely preparation of semi-monthly payroll and review of tax filings using Paylocity.
- Direct, review, and/or prepare entry of all transactions into financial software.
Vendor Management and Payments

- Oversee and enhance vendor set-up procedures and review set up to ensure accuracy across all integrated software platforms.
- Guide weekly payment cycle and review wires and Bill.com payments prior to submission.

Financial Systems and Reporting

- Oversee maintenance and enhancements for Expensify expense report system.
- Accountable for accurate reconciliations of bank accounts, investment accounts, credit cards, cash advances performed by the Senior Accountant and direct process improvements in this area.
- Perform monthly balance sheet reconciliations not assigned to the Senior Accountant
- Oversee preparation and accurate recording of pledge payments, discounts, and invoices.
- Generate various schedules and analyses as required to support financial decision making.

Budgeting and Financial Analysis

- Collaborate with Director of Finance in identifying and managing tools for annual budget process.
- Utilize Sage Intacct or other designated tools to produce, distribute and analyze budget to actual reports for budget leads.
- Prepare and maintain comprehensive and accurate financial reports using Sage Intacct

Audit and Compliance

- Collaborate in the oversight and direction of the audit/990 preparation, ensuring all availability and accuracy of all essential documentation.
- Ensure compliance with Generally Accepted Accounting Principles (GAAP) in all financial operations.

Report Development and Team Collaboration

- Lead development of additional reports as needed.
- Collaborate with cross-functional teams to facilitate effective financial communication and decision making.

PEOPLE AND RESOURCE MANAGEMENT RESPONSIBILITIES

This position will directly supervise the Senior Accountant. This position requires discretion and cultural sensitivity.
QUALIFICATIONS

**Education and Experience Requirements**

- 7 or more years' experience in an accounting or finance-related position.
- Demonstrated experience leading and mentoring teams.
- Experience working with consultants in auditing, tax, systems development, or legal.
- Demonstrated experience identifying and implementing process improvement.
- Experience with global intercultural settings.

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

**Knowledge, Skills, and Abilities**

- Strong organizational, time management and project management skills. Ability to manage multiple and varied tasks in a fast-paced, high-volume 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 independently as well as within a team. 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; and facilitating positive, timely, and appropriate communication amongst team members and vendors.
- Working knowledge of Sage Intacct or similar accounting software.
- Advanced skills in Excel and other data analytic reporting software.
- Working knowledge of Paylocity or other payroll system.

**Ideal:**

- Working knowledge of Portuguese, Spanish, or French.
- Experience in a global organization with multi-currency payments.
- CPA certification (license need not be current) and or experience with public accounting.
- Working knowledge of Sage Intacct reporting and budget modules or similar ERP

WORKING CONDITIONS AND TRAVEL

This position can be in-person in our offices in Seattle, WA, hybrid with some days in the office, or fully remote with occasional travel to Seattle.

**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:

- 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 workspace.
- 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 a cover letter and resume to jobs@niatero.org and include “Associate Director, Finance” in the subject line.

Nia Tero is a polycultural, global organization that strives to have an inclusive, equitable, and diverse work culture. We strongly encourage people from historically excluded groups to apply.

The salary for this position is USD $130,000-$145,000 annually based on experience. Our compensation program is U.S. based and pay ranges are representative of compensation in the U.S. market. For positions outside of the U.S., pay rates are determined based on the applicable local regional market. This is a full-time permanent position and qualifies for healthcare benefits (medical, dental and vision), 401K and paid time off (including vacation leave, sick leave, and personal days).

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