



## **DIRECTOR OF FINANCE & ADMINISTRATION**

January 20, 2017

**Join Us!** The Director of Finance and Administration is a senior position dedicated to guiding and stewarding the financial and staff resources of Connecticut Fund for the Environment and its bi-state program Save the Sound. We are the largest regional advocacy and change agent dedicated to protecting Connecticut's land, air, and waterways, combatting climate change, building resilient communities, and protecting and restoring all of Long Island Sound. This is a rare opportunity for a qualified, motivated and talented finance leader to oversee, plan, and steward the organization and provide human resource support to our staff. Our total budget for FY 2016 was approximately \$5 million.

The position is directly responsible for all financial and accounting aspects of the organization, as well as overseeing and assuring excellent human resource administration information systems and office administration services. S/he manages administrative and financial personnel; prepares, monitors, and interprets financial reports; facilitates budget planning, identifies problems, and advocates solutions. The position reports to the President, and is a member of the Management Team.

The Director of Finance and Administration has a critical role in maintaining positive and productive working relationships with all CFE/Save the Sound staff members, CFE/Save the Sound's membership, external partners, policy makers, and the general public. This includes providing and receiving constructive feedback, participating in organizational meetings and activities as requested, including monthly staff meetings, trainings, and ad hoc planning committees.

### **Areas of Responsibilities**

#### ***Financial Management***

- Responsible for all financial management and accounting operations. This includes oversight of the annual planning and budgeting processes and preparation of the annual operating budget, as well as long term budget forecasting.
- Assist in: a) preparation of budgets for grant proposals and b) providing on-going tracking for reporting of those project/program budgets and expenditures for government grants and contracts, as well as foundations. The scope of our action-oriented programs/projects ranges from administering the design and construction of substantial dam removal and habitat restoration projects to focused advocacy programs, such as climate change and clean water efforts, often supported by our legal/litigation team.

- Prepare financial statements; monitor, interpret and present financial results of operations, projects and programs on a monthly basis. Identify problem areas and advocate solutions.
- Act as financial liaison with the Board of Directors on all financial matters, and with other partners and stakeholders.
- Work with auditor and audit committee in the preparation of documents and information needed for the annual audit. Act as liaison between auditor and committee regarding presentation and interpretation of audit results.
- Ensure efficient functioning and documentation of all financial systems, including cash receipts, disbursements, billing, bookkeeping, budgeting, and accounting.
- Supervise Accounts Payable and Purchase Order systems.
- Record revenue based on Development reports. Apply for grant drawdowns as appropriate. Send out bills for other contractual and miscellaneous revenue.

#### ***Operations/Information Systems***

- Oversee daily office operations, including monitoring workload and performance of Administrative Assistant/Receptionist and Finance Assistant.
- Oversee matters relating to facilities, insurance and major equipment acquisition and maintenance.
- Responsible for all payroll systems and processing and employee-related insurance programs and their maintenance.
- Manage regulatory compliance activities, including registration and reporting of lobbying activities and state and federal corporate filings.
- Contract and interface with software and information technology vendor, who will ensure security of organizational records and functionality of organizational hardware and software.

#### ***General Administration/Human Resources***

- Responsible for overseeing Human Resource administration. Demonstrated working knowledge of and strong interest in supporting Human Resource services to employees within parameters that protect the organization is required. The Director of Finance and Administration, as a member of the Management Team, will need to establish protocols and work with their staff to provide excellent Human Resource services to the organization.
- Excellent interpersonal communication skills and experience in delegating tasks for maximum productivity and accountability.
- Responsible for proper maintenance of all personnel records.
- Other responsibilities, as directed by the President.

The preferred candidate will be familiar with GAAP and understand and manifest the responsibilities of a fiduciary agent of a non-profit organization.

**Desired Qualifications:**

1. BS in related finance discipline with at least 10 years of financial experience, with at least 5 years of experience as Finance Director for non-profit organizations with a budget of at least \$2 million; or
2. MS in finance with at least 5 years of financial experience, with at least two years of experience as Finance Director for non-profit organizations with a budget of at least \$2 million.
3. Accounting/financial knowledge/experience.
4. Supervisory and managerial attitude and relevant experience.
5. Strong QuickBooks knowledge preferred.
6. Excellent interpersonal communications.
7. Working knowledge of and experience with human resources.

Preference will be given to candidates with:

1. Experience in office administration and operations.
2. Experience in construction finance administration as well as non-profit environmental programming
3. Experience reviewing and negotiating construction contracts and construction insurance and liability documents.
4. Experience with recording and tracking both restricted and unrestricted gifts.

To apply please submit a cover letter and resume to: [jobs@ctenvironment.org](mailto:jobs@ctenvironment.org)

We will be interviewing on a rolling basis for this position.