



TreeBoston.org
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Job Announcement: Director of Finance

ORGANIZATION SUMMARY

Founded in 2018, Speak for the Trees, Boston (SFTT) is an urban and community forestry nonprofit in Boston. Our mission is to work together with Boston community members to plant, preserve, care and advocate for trees and to expand the tree canopy in order to rebuild resilient neighborhoods and safeguard the health of all residents, repairing historic injustices that persist today as environmental inequities in urban communities. SFTT's work is rooted in the values that all residents deserve the multiple health, environmental, and social benefits that trees provide and that all residents have the power to plant a better future for themselves and Boston. The work of the organization serves as a tool to begin to dismantle decades of racial, environmental, social, and economic injustice. We envision a city with a healthy tree canopy, one that takes into account issues of racial, economic, and environmental inequities.

POSITION SUMMARY

This is an extraordinary and unique opportunity for an individual committed to environmental justice and mission-driven work. The Director of Finance will lead, oversee, and implement all financial systems at Speak for the Trees. Reporting to the Executive Director, the Director of Finance will supervise all financial components of the organization and will be responsible for developing, adapting, and implementing strong and sustainable financial and operational systems. The Director of Finance will also ensure that the finance, accounting, and compliance systems are people-centered, equity-focused, holistically aligned with the organization and staff, and efficient. This person will also be collaborative, detail-oriented, and solution-focused, exhibit grace under pressure, welcome diverse perspectives, be committed to an inclusive learning environment for staff, and value joy and humor.

The organization is composed of a small staff with an office in Dorchester, MA. Employees work from the office 3 days a week and remotely 2 days per week. As a small organization on a growth trajectory, this position has potential for advancement and professional growth.

PRIMARY RESPONSIBILITIES

Fiscal management and day-to-day operations

- Implement best practices, as defined by generally accepted accounting principles.
 - Maintain, and update as needed, all finance and accounting policies, procedures, and practices
 - Establish all internal operational practices to ensure compliance
 - Collaborate with any and all bookkeeping/accounting contractors to manage accounts payable, accounts receivable, and payroll processes
- Prepare reports to staff, board, and partners, as needed.
 - Create inter-quarterly and quarterly financial statements for the Board, Finance Committee, and Executive Director.
 - Prepare financial reports, including income statements, balance sheets, tax returns, and reports for government agencies.
 - Forecast revenue, expenses, net income and cash flow
 - Create and regularly update actuals to budget report to support strategic decision making
- Prepare documents for annual audits and for tax returns
 - Prepare for, assist, and act as the point of contact with auditors for the annual fiscal year audit.
- Manage financial tracking, reporting, and compliance for all grants, including federal, state, and private sources.
 - Ensure the organization maintains systems to comply with all grant management and reporting requirements for all sources
 - Collaborate with and assist program staff in preparing grant reports
 - Calculate indirect cost rate (ICR) rate for federal and state grants and apply for ICR through appropriate federal and state agencies
 - Work with the Development Manager and senior staff to prepare budgets for new grants and prepare and submit budget modifications as necessary
- Ensure compliance with required non-profit filings, applications, licenses, and reports.
- Run payroll and related HR benefits
 - Run bi-weekly payroll
 - Ensure compliance with state and federal taxes and benefits
 - Manage employee enrollment in retirement and health benefits provided by the organization.
- In partnership with consultants, executive director, and staff, identify and upgrade technology to support financial management functions

- Assess the current Quickbooks Online system and scope and develop a robust accounting software system if and as needed.
- Proactively monitor investment and oversee investment strategies of external asset manager
- Manage payments to vendors, including insurance, facility rentals, etc.

Budgeting and contracting:

- Lead the development of the annual operating budget in conjunction with the Executive Director
 - Monitor and develop the organizational budget with attention to staffing needs, programmatic plans, funding restrictions, donor commitments, and annual organizational goals by:
- Monitor financial plans and budgets
 - Develop internal communications protocols to ensure all relevant parties receive the information they need to manage at the level required of their positions
 - Ensure a shared understanding of budget variances, including cause, potential impact, and possible solutions
- Partner with program and development staff to ensure co-understanding of allowable use of funds
- Implement and enhance contract and grant management and reporting systems
 - Ensure program leads are equipped and supported to access and interpret financial data for internal use and for external reporting
- Build an understanding of full program costs
 - In partnership with relevant program and development staff, help craft grant and program budgets and prepare financial documentation for grant applications and government or private sector contracts

Support robust and sustainable financial operations:

- Develop, integrate, and scale existing and financial policies and processes to embody the organization's values and keeps pace with evolving needs
- Provide thought partnership to the Executive Director and other staff leaders to identify areas in need of greater collaboration and operational efficiencies, especially as they relate to finance functions and its intersections with operations, programs, and development.

Financial communication and education:

- Strengthen finance-related internal communications with staff at all levels
- Establish and manage an onboarding and progressive training program to educate employees regarding staff financial management tools, policies, and procedures, customized to position and responsibilities

- Support the onboarding of new and current staff regarding their compensation and benefits and their continual growth in understanding their benefits.

QUALIFICATIONS AND SKILLS:

- Minimum of a B.A.; CPA, MBA, or related degree a plus.
- 4+ years of experience in nonprofit accounting and establishing financial reporting and controls.
 - Experience managing annual audits and nonprofit tax filings preferred.
 - Equivalent demonstrated experience is welcomed and honored
- Ability to manage multiple projects and prioritize goals.
- Ability to problem-solve both big-picture and day-to-day issues.
- Highly organized and attentive to detail and deadlines.
- Experience building people-centered systems that work for staff and are adaptable to evolving staff needs..
- Experience working with staff to build internal capacity with budget development and implementation.
- Comfortable utilizing, learning and teaching others new and existing technology to meet organizational needs.

WE'RE LOOKING FOR SOMEONE WHO:

- Embodies the organization's core values of environmental justice and racial justice that centers Boston community members voices
- Takes on a proactive role in identifying gaps and evolving needs in the organization's finance function
- Has strong and clear written and oral communication skills to communicate concisely and patiently to all relevant stakeholders, particularly those with limited financial experience (e.g., staff, management, board, donors)
- Supports, honors, and is part of an inclusive work environment
- Has a flexible and adaptive work style.
- Assesses and reassesses how decisions are made and processes are managed in order to increase effectiveness
- Feels ownership for work and outcomes
- Provides regular updates through open communication, even if there aren't finished results to share
- Holds a positive, approachable attitude
- Can be perseverant and flexible
 - Approach the work with a "can do" attitude and a spirit of "yes"
 - Push work forward through obstacles with creative solutions, and adapt quickly as things change

HOW TO APPLY, COMPENSATION & BENEFITS

Salary and Benefits:

\$82,000 - \$92,000 / year + health, dental, retirement benefits + generous time off policy

How to Apply:

We are currently accepting applications, and will fill the position as soon as possible. The application period will stay open until the position is filled.

Please submit the following:

1. One-page cover letter
2. One-page resume with three references

Please send resume & cover letter to:

- Send an email to david@treeboston.org. If sending by email, please include your last name and Director of Finance in the subject line

OR

- Mail a hard copy to Speak for the Trees, 60 Clayton Street, #201 Dorchester MA 02122

Speak for the Trees is rooted in the values of justice, equity, diversity and inclusion and is committed to building a team that represents diverse backgrounds, perspectives, and skills. Individuals from underrepresented groups are encouraged to apply.