

## **Director of Finance**

### **Pontchartrain Conservancy—New Orleans, LA**

There has not been a time when our coastal crisis has been more urgent. The Pontchartrain Conservancy (PC) is a 501(c)(3) non-profit organization that seeks research-based practical solutions for preserving and restoring the Lake Pontchartrain Basin. Our strengths are our depth of scientific knowledge and understanding of the pertinent challenges affecting the basin region, as well as our proven-track record in finding practical solutions.

#### **Position Summary**

The Director of Finance is a senior management position that contributes to incorporating and achieving Pontchartrain Conservancy's mission by providing financial & accounting leadership to the organization. The director manages all financial functions including: accounting, billing, reconciling, budget development and tracking, financial operations, and assists to develop projections on individual project and grant budgets. This position is a full time position at 40 hours per week, and reports to the Executive Director. This position also directs the activities of two staff members and acts as a business partner with the directors of all the other functional areas of the organization.

#### **Key Financial & Accounting Outcomes**

- Oversee all accounts, ledgers, financial software and reporting systems, ensuring policies and procedures are in compliance with appropriate GAAP standards and regulatory requirements.
- Assess organization's financial performance against both the annual budget and operational strategies.
- Develop tools and systems to provide critical financial results & operational information.
- Engage the Executive Director and the board's finance committee around issues, trends and changes in the operating model & operational delivery.
- Assist in establishing annual financial objectives, and selecting & engaging external consultants (auditors, investment advisors, vendors, etc.).
- Manage finance department personnel to include hiring, training, delegation of duties and performance management

#### **Major Financial & Accounting Responsibilities**

- Maintain a strong accounting & operational control environment to safeguard assets, improve operations & profitability, and manage business risks.
- Prepare & maintain profit/loss statements, balance sheet preparation, cash flow reports and complete analysis of financial results.
- Generate & provide accurate and timely financial results in the form of reports, presentations, etc.
- Prepare & oversee all month-end closing activities including general ledger maintenance, balance sheet reconciliations and corporate/overhead cost allocation.
- Ensures profit & loss is accurate (costs properly matched to revenue) and statements are delivered to appropriate individuals in a timely manner.
- Produces accurate & timely financial reports to support effective decision making.
- Oversees internal, external & regulatory audit processes, and ensures compliance with all regulating & governing agencies.
- Develop & utilize forward-looking predictive models and activity-based financial analysis to provide insight into the organization's operations and business plans.
- Oversee the financial & accounting grant management process.
- Manage the cash flow planning & activities process, and ensure the availability of funds as needed.
- Oversee cash, investments asset management, and banking relationships.
- Develop & implement financial strategies and activities.

- Develop & monitor annual budgets.
- Prepare financial business plans and forecasts.
- Remain up to date on nonprofit audit best practices and all governmental laws regarding nonprofit operations.

### **Accounting Administrative Responsibilities**

- Ensure timeliness, accuracy and usefulness of financial & management reporting for federal and state funders, foundations, and organizational nonprofit's boards of directors.
- Supervise the accounting function to ensure proper maintenance of all systems & functions.
- Ensure maintenance of appropriate internal controls & financial procedures.
- Maintain legal & regulatory compliance with all regulatory agencies.

### **Competencies**

- Demonstrated success managing multiple projects, deadlines, and establishing priorities.
- Personal qualities of emotional intelligence and maturity.
- Experience with inter-departmental collaboration.

### **Qualifications**

- Bachelor's degree in accounting. CPA preferred.
- 3+ years of non-profit financial & accounting experience.
- Bachelor's degree or 5 years related experience in a nonprofit environment.
- Self-starter with strong initiative, drive, sense of urgency & ability to work with a high degree of autonomy.
- Proven & effective team and project management skills.
- Strong leadership skills & presence.
- Excellent managerial & organizational skills with attentiveness to details & results.
- Good communication skills, both verbal and written.
- Consistent attention to detail.
- Advanced knowledge and utilization of Excel.
- Strong computer literacy to include use of MS Word, Excel and Powerpoint.
- Ability to interact professionally with PC staff, Board members, volunteers, and other related agencies.
- Excellent oral & written communication skills.
- Ability to effectively work with people of diverse backgrounds & experiences.
- Must have flexible schedule & be available as needed outside of typical business hours.

***Qualified applicants seeking consideration should forward a cover letter expressing their interest, qualifications and experience and a resume to [frank@scienceforourcoast.org](mailto:frank@scienceforourcoast.org). Applications accepted through November 22, 2021. No inquiries please—candidates will be notified of follow-up interviews.***

***PC provides equal employment and advancement opportunities to all employees and applicants for employment, without regard to race, color, religion, age, sex, pregnancy, gender, disability, national origin, ethnic background, citizenship, veteran status, sexual orientation, gender identity and expression or any other characteristic protected by applicable law.***