



Director of Finance & Administration Job Description

Summary of Position:

The Director of Finance & Administration (DFA) oversees the Idaho Conservation League's finance and administration departments. Responsibilities include directing and managing finances, operations, human resources and administration to support ICL's short- and long-term strategic goals. The DFA is supervised by the Executive Director, works in partnership with the Executive Director and leadership team, and supervises the Office Manager. The DFA is a full-time, exempt position.

Position Responsibilities:

Financial Management: 50%

Provide financial oversight for the organization and be responsible for the entire range of financial management, from daily operations to high-level management.

- Oversee the annual finance planning/budgeting processes and prepare the annual operating budget. Work with staff and board to develop/implement program and organizational budgets.
- Prepare monthly profit/loss, balance sheet and cash flow financial statements. Monitor, interpret and present financial results of operations and programs each month. Serve as financial liaison with the board, providing financial reports.
- Coordinate the annual audit with an independent CPA and prepare the IRS 990 form. Oversee licensing, Secretary of State reporting, annual property tax exemptions, insurance and reporting requirements.
- Oversee payroll, payroll liabilities, and benefits including PTO accrual and retirement plans. Create and maintain excellent financial controls, policies and procedures.
- Ensure efficient functioning and documentation for all financial systems including receipts, disbursements, billing, bookkeeping, budgeting and accounting. Supervise the Office Manager and oversee accounts receivable and payable.
- Prepare budgets and financial reports for foundation grants and track reporting of foundation project/program budgets and expenditures. Work with the foundation team and management team for timely grant proposal and grant report submissions.

Operations: 25%

- Oversee office operations and matters relating to facilities in Boise and Ketchum, insurance and major equipment acquisition and maintenance. Work with the Office Manager on tasks related to building upkeep and change.
- Negotiate/manage project-related contracts with consultants, contractors and suppliers. Negotiate property leases.

- Serve as the ICL technical information technology (IT) contact and intermediary with the IT consultant. Purchase IT equipment as needed.

Human Resource Administration and Board: 25%

- Oversee compensation, recruitment, performance appraisals, and staff training and development activities. Work with leadership team and set up two all-staff meetings each year (usually October and April).
- Advise and counsel management team on personnel and management issues.
- Advise and counsel staff on personnel policies and procedures including compensation, recruitment and performance. Oversee employee-related insurance, as well as retirement and medical flex programs.
- Schedule staff trip and work with public lands team and staff on places to visit and explore. Celebrate staff anniversaries and look for opportunities to celebrate staff success.
- Manage logistics for board meetings and summer retreat. Update board contact information with board terms. Work with board governance committee to compile the annual board ballot. Monitor and invite board to Dropbox for orientation and information.

Qualifications: Someone with a passion for organizational management, a background in finance, a strong background in nonprofit management and a track record in finances, human resources and organizational development. A commitment to conservation is important.

Education: Bachelor's degree in a related field is required (business, nonprofit management, accounting, finance, economics, math). Master's degree is preferred.

Experience: Minimum of 5 years of nonprofit experience required; a preference for 10 years of experience with a range of nonprofit, corporate or government experience. A detailed understanding of nonprofit finance and accounting functions is critical. This can be experience as an executive director, fiscal manager and/or senior-level administrator with a demonstrated record of achievement.

Leadership and Management: Capacity for managing and leading people; ability to connect to staff both individually and in large groups; capacity to enforce accountability; ability to develop and empower leaders from the bottom up and lead from the top down; strong commitment to follow-through; and high emotional intelligence.

Strategic Vision: Ability to think strategically, anticipate future consequences and trends and incorporate them into the organizational planning.

Organizational Development: Ability to think creatively about staffing and organizational structure.

Human Resources: Experience managing performance reviews and evaluations, as well as implementing HR policies and serving as a resource for staff.

To Apply:

Email resume and cover letter to boisejobs@idahoconservation.org, Attention: Rick Johnson, Executive Director