

Job Announcement: Finance Director

Come work with us! RE Sources is a dynamic, high impact non-profit environmental education and advocacy organization based in beautiful Bellingham, Washington. RE Sources protects the communities, creatures and wild places of the central Salish Sea region through a combination of bold advocacy, public issue-focused education, hands-on environmental education for students, scientific fact and effective action. We are also the parent organization for The RE Store.

RE Sources stands against racism, white supremacy, and injustice and the ingrained structures and institutions that enable and perpetuate them. Indigenous, Black and other communities of color, as well as low income families and children, are disproportionately harmed by environmental degradation and climate change. We envision a future where every person benefits from clean energy, less pollution and thriving outdoor places.

We face major environmental threats in the Pacific Northwest. As a grassroots environmental advocacy nonprofit, we believe that building a growing, dedicated and diverse movement of environmental champions is essential to successfully push decision-makers, business owners and fellow community members to take meaningful action that delivers results.

Role of the Finance Director

The Financial Director will work closely with the Executive Director, other department heads and the Finance Committee of the Board of Directors to manage accounting, tax and financial reporting, budgeting and budget tracking, banking, payroll, and AR/AP functions within RE Sources. The successful candidate will be a hands-on problem-solver and contributing team member, willing to collaborate across departmental lines as needed. This is a full-time, exempt position with a potential start date of September 1st. This job is based in Bellingham and requires roughly half-time in the office (currently re-opened under Covid-safe guidelines), with the option of some remote work as well. Our staff is fully vaccinated against Covid.

Key Responsibilities, Duties, and Skills:

- Oversee all financial, project/program, and grants accounting
- Lead financial planning, budgeting, and cash forecasting processes
- Monitor financial performance and budget tracking across the organization's programs
- Prepare monthly financial reports and notes for the management team, Board Finance Committee, and Board

- Prepare program budgets and financial reports for grant proposals and reporting
- Monitor bank activity
- Manage cash flow
- Develop and implement financial policies, procedures, and internal controls
- Manage accounting systems (software, internal processes, etc.)
- Serve as administrator for financial accounts
- Supervise part-time bookkeeper
- Attend monthly Board Finance Committee meetings, occasionally attend board meetings (typically 1-2 times per year)
- Perform monthly, quarterly, and annual closing processes
- Administer biweekly payroll
- Ensure all bills are paid and all cash receipts are deposited in a timely manner
- Track spending (drawdowns) of restricted funds
- Prepare and submit invoices for billable contracts/grants
- Prepare and file all quarterly state and federal payroll tax returns
- Prepare and file monthly state combined excise tax and quarterly City B&O tax returns
- Prepare and file annual Form 990*
- Serve as internal benefits administrator*
- Lead annual business insurance renewal, insurance compliance processes*
- Special projects as assigned by Executive Director
- Other bookkeeping, HR, and admin tasks as needed*

* May depend on candidate's skills and experience

Minimum Qualifications

- A Bachelor's degree in accounting, business administration, or a related field
- At least five years of experience in accounting
- Knowledge of generally accepted accounting principles (GAAP)
- Experience of final responsibility for the quality and content of financial data and reports
- Demonstrated ability to set priorities, manage multiple tasks/deadlines, and adapt to changes
- Strong organization and problem-solving skills
- Previous supervisory experience
- Ability to work independently and collaboratively
- Ability to communicate effectively and explain key financial concepts to individuals without accounting knowledge

Preferred Qualifications

- CPA, MBA, and/or at least two years of experience in a nonprofit management accounting role
- Advanced working knowledge in QuickBooks (Desktop Premier version) and spreadsheet software (Excel and Sheets)

- Previous experience managing restricted funds and multiple major revenue streams, including retail
- Prior management of annual budgets exceeding \$2 million

About working with RE Sources

Our mission could never be more critical, and making an impact in the world starts with building and maintaining a healthy, vibrant organization. The working environment at RE Sources is fun, inspiring, and extremely rewarding. We offer a flexible work schedule and opportunities for professional growth. Our staff are passionate about protecting the environment, maintaining a supportive, friendly work culture, and modeling our values of equity, inclusion, diversity, respect, honesty and empowerment.

We strive for a diverse workforce that is representative of our region's communities. RE Sources encourages applications from Black, Indigenous, People of Color, persons with disabilities, women and gender-nonconforming people especially in occupations or positions where they are underrepresented. Data shows that women and BIPOC candidates often hesitate to apply for a job because they may not meet all the qualifications listed. If you feel passionate about our efforts and believe that you have the skills to contribute to the growth of our organization, we want to hear from you!

Compensation and benefits

The position is full-time and reports to the Executive Director. The annual salary is \$60,000-\$70,000 depending on qualifications and experience level and includes RE Sources' full benefits package including medical, dental and vision insurance, generous amounts of paid time off and sick leave, and 401(k) employer match.

To apply

Please send your resume and cover letter in a single PDF to hr@re-sources.org by July 28th.