

Job Announcement: Finance Manager

Come work with us! RE Sources is a dynamic, high-impact nonprofit environmental 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 science, advocacy, education and 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 Manager

The Finance Manager plays an essential fiscal control role in the organization, working closely with the Executive and Finance & Operations Directors, 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.

Key Responsibilities

- Manage financial accounting, with income sources including private foundation and government grants, individual donor gifts, events, retail revenue, and fee-for-service contracts
- Assist in financial planning, annual and project-based budgeting, and cash forecasting processes
- Monitor financial performance and budget tracking across the organization's programs
- Track and report restricted grant and contract funding, allocating to multiple project budgets
- 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
- Implement and improve financial policies, procedures, and internal controls
- Manage accounting systems (software, internal processes, etc.)

- Attend monthly Board Finance Committee meetings
- Perform monthly, quarterly, and annual closing processes
- Administer biweekly payroll
- Work with bookkeeper to ensure all bills are paid and all cash receipts are deposited in a timely manner
- Track spending (drawdowns) of multiple 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

Minimum Qualifications

- A Bachelor's degree in accounting, business administration, or a related field
- Demonstrated performance in accounting, including at least two years with a nonprofit organization managing multiple restricted foundation and/or government grants allocated to multiple programs
- Knowledge of generally accepted accounting principles (GAAP)
- Experience of final responsibility for the quality and content of financial data and reports
- Thorough working knowledge in QuickBooks (Desktop Premier version) and spreadsheet software (Excel and Sheets)

Preferred Qualifications

- CPA, MBA, and/or at least two years of experience in a nonprofit management accounting role
- Previous experience managing restricted funds and multiple major revenue streams, including retail
- Prior management of annual budgets exceeding \$2 million

Desired Qualities

- Demonstrated ability to set priorities, manage multiple tasks/deadlines, and adapt to changes
- Strong organizational and problem-solving skills
- Ability to communicate effectively and explain key financial concepts to individuals without accounting knowledge
- Desire to learn and grow on the job and in this role

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



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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 resilience.

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 part-time (20 to 24 hours per week) and reports to the Finance & Operations Director. The hourly wage for this position is \$32 an hour for individuals meeting the qualifications and experience levels and includes ample paid time off and sick leave. For staff working 24 hours a week, the position includes RE Sources' benefits package including medical, dental and vision insurance, and a 401K with employer match.

Start date and location

This is a part-time position with a potential start date in July. This job can be based in Bellingham or remotely in the Pacific Northwest with the expectation of spending at least one day a month in our offices under Covid-safe guidelines. Our staff is fully vaccinated against Covid-19.

To apply

Please send your resume and cover letter in a single PDF to hr@re-sources.org by June 10th.