

Title: Director of Finance and Administration
Reports To: Executive Director
Status: Full-Time, Exempt
Date: January 3, 2018



Position Summary:

Reporting to the Executive Director, the Director of Finance and Administration will act as a key member of the senior leadership team, overseeing the organization's financial planning and management functions. The successful candidate will be a hands-on, participative manager and will lead an internal team to support the following areas: finance, organizational planning and budgeting, human resources, administration, and IT. This position is the "go-to" accounting person and needs to be comfortable with higher level strategic financial planning as well as managing the day-to-day accounting functions of a small, growing organization.

Job Responsibilities:

- Direct and coordinate company financial planning and budget management functions. Manage the entire accounting function within Tilth Alliance, from the monthly general ledger close process to transactional processing (AR, AP and payroll), monthly bank reconciliations, collections and financial reporting.
- Report and share accurate and timely financial reports in accordance with GAAP with the Executive Director and Senior Leadership team to ensure they are kept fully informed of the financial condition of the organization.
- Oversee and lead annual budgeting and planning process in conjunction with the Executive Director; administer and review all financial plans and budgets; monitor and analyze monthly operating results against budget and keep senior leadership team abreast of the organization's financial status.
- Assist with preparation of proposals for grants/funding approval and oversee grants accounting.
- Manage the financial activity of grants, contracts and other external funding, while overseeing all aspects of contract administration
- Manage the preparation of financial outlooks and financial forecasts.
- Maintain capital and operational budgets.
- Manage organizational cash flow and forecasting on a daily basis.
- Coordinate and lead the annual audit process, liaise with external auditors and the board of directors as needed.
- Prepare and file Washington State B&O and sales tax returns. Complete monthly and quarterly tax reports such as Payroll, State Excise and City Excise.
- Continuously streamline, enhance and maintain efficient internal systems to support organizational growth. Communicate any changes to employees in a clear and positive way.
- Implement and maintain a robust finance management system.
- Ensure compliance with local, state, and federal budgetary reporting requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall efficiency.
- Effectively communicate and present the critical financial matters to the board of directors.
- Work closely with our banking partner to establish a relationship that will be flexible and easy to work with as we continue to grow.

- Provide leadership and mentorship to the finance and administrative team including but not limited to, hire/fire decisions, goal setting, weekly 1:1 meetings, annual performance reviews and coaching and mentoring employees on a regular basis.
- As a member of the management team, evangelize Tilth Alliance's mission, vision and values to employees. Lead 'best in class' finance behaviors to the team.

Key Attributes:

- Attention to Detail: You are detail-oriented with a high degree of accuracy, while keeping your eye on the big picture. You possess strong reasoning and problem-solving skills, including the ability to identify discrepancies.
- Multi-Tasker: You possess the ability to multi-task, work under pressure and meet various deadlines while maintaining flexibility to meet unexpected requirements.
- Problem-Solving Skills: you will be asked to solve problems on an ongoing basis. You must possess strong analytical and problem-solving skills. You are process oriented with ability to define and continually refine best practices and processes.
- Exceptional Communication skills: you will routinely communicate with Tilth Alliance employees and partners. Outstanding verbal, written, and organizational skills are essential, as are thoughtful and consistent communication skills.
- Dependable: You are a reliable "go-to" member of the management team.
- Self-Motivated: You own a task, and hold yourself and others accountable for results with minimal supervision.
- Flexible: You have a high-level of comfort in a small, fast-paced organization with minimal established processes.

Qualifications:

- The successful candidate will be an experienced organizational leader with 7-10 years of experience working in a senior management position in Accounting. Non-profit experience strongly preferred.
- Strong understanding of GAAP and willingness to research matters in a proactive manner is a must.
- Accounting degree required, CPA preferred.
- Experience managing ERP (Sage) is preferable. Candidate must be able to demonstrate Excel and MS Word proficiency.
- Requires knowledge of federal and state financial regulations.
- Requires knowledge of automated financial and accounting reporting systems.

Physical Requirements:

- Sitting at a work station for extended periods of time.
- Stand, walk, climb stairs on a frequent basis.
- Must be able to lift 20 pounds on an infrequent basis.
- Must be able to work in a fast, dynamic setting.

About Tilth Alliance

Tilth Alliance believes everyone deserves to eat well, every day. Our non-profit organization is creating a better food culture in Washington by teaching people to grow, prepare and eat food with a clear

understanding of the interconnectedness of food, health, community and the earth's sustainability. Using fields, farms and kitchens as classrooms to teach much more than agriculture, we transform lives and the communities we serve.

Tilth Alliance offers a generous benefits package that includes medical, dental and vision insurance, employee funded Flexible Spending Account for qualified childcare, healthcare and transportation expenses, 401k, paid vacation, sick and holiday time.

To Apply:

Please submit a letter of interest, resume and salary range requirements as one document in PDF or Word format. Email all materials to hr@tilthalliance.org with the subject "Director of Finance and Administration". Applications will be reviewed as received and interviews will begin immediately. Position is open until filled. Compensation is DOE.

No phone calls please. We believe that diversity is essential to achieving our mission. Tilth Alliance is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.