



Director of Finance

Location: Silver Spring, MD
Supervisor: President/ CEO

The National Marine Sanctuary Foundation is a leading voice for national marine sanctuaries and marine national monuments. We work with communities to conserve and expand these special places for a healthy ocean, coasts, and Great Lakes. Working together, we safeguard species and the places they call home and preserve America's maritime resources.

Position Overview

The National Marine Sanctuary Foundation seeks a Director of Finance who possesses strong analytical skills to oversee financial operations, develop effective financial strategies, guide efforts towards financial stability, monitor all financial activities, promote revenue growth, ensure compliance with accounting regulations, and maintain good relationships with investors. The Director of Finance will be a strategic partner working with the President and CEO, Vice President, and Director of Development in developing strategies to increase income to support programs.

Responsibilities:

- Manage the general ledger, including the reconciliation of specified balance sheet accounts and trial balance. Production of monthly financial statements.
- Lead development and management of annual organizational budget
- Provide review and support for private and federal award budgets.
- Manage funds and financial accounts and associated reporting, including federal SF-425 reports.
- Process and manage all aspects of payroll through the approved payroll service.
- Direct financial planning and strategy.
- Analyze and report on financial performance, including monitoring expenditures and cash flow.
- Oversee audit and tax functions.
- Develop and implement accounting policies, including those that maintain Uniform Guidance (UG) audit compliance for federal awards.
- Work with Grants Manager for financial review of federal award subrecipients.
- Develop positive relationships with federal partners, participating as a speaker in fund management guidance webinars for field project leads.
- Prepare forecasts and comprehensive budgets and review departmental budgets.
- Supervise and train accounting staff.
- Analyze complex financial data.
- Manage internal controls.
- Evaluate investments.

Qualifications:

- Candidates should have a Bachelor's degree in accounting and at least five years' experience in accounting in UG grant-making environment, CPA Preferred.
- Knowledge of accounting principles and demonstrated initiative in keeping up with changes in GAAP and federal award policies.
- Experience working with accounting for federal financial assistance awards, including both cooperative agreements and grants, and familiarity with 2 CFR Part 200 and federal award procurement and compliance rules.
- Ability to execute and ensure compliance with all approved organizational policies and procedures, and regularly monitor and help identify when internal policies and procedures require updates.
- Accuracy, attention to detail and excellent organization, required, along with keen ability to notice and troubleshoot potential errors.
- Excellent interpersonal skills and a collaborative work style.
- Excellent verbal and written communication skills.
- Demonstrated commitment to high professional ethical standards and a diverse workplace.
- Financial management experience.
- Strong analytical skills.
- Intacct experience a big plus, but not required.
- A sincere interest in, and commitment to, our mission.

Why You Will Love Us:

- Dedicated and passionate staff committed to marine and Great Lakes conservation, and a fun group who takes its work more seriously than we take ourselves.
- Generous leave policy.
- Health Benefits: medical, dental, and vision
- Foundation paid disability and life Insurance
- Monthly cell phone reimbursement
- Transportation Benefits
- Retirement: 403(B) with 3% employer contribution after one year of service. No match required, 100% vested.

Compensation and Benefits: Salary commensurate with experience. The Foundation offers a competitive benefits package.

Start Date: As soon as possible

To Apply: Applications should include a cover letter, resume, and list of references to Applicants@marinesanctuary.org. Please be sure to put 'Director of Finance' in the subject line. Applications received prior to September 20, 2019 will be preferred.

The Foundation is an equal opportunity employer and actively works to insure fair and equal treatment of its employees.