

## **Chief Financial Officer POSITION DESCRIPTION**

The Chief Financial Officer provides strategic leadership of the finances, operations, and human resources of Trees Forever. The position requires in-depth knowledge of financial forecasting and risk management; a willingness to lead; clear and positive communication; integrity and discretion; a passion for the Trees Forever mission; and a commitment to personal and organizational growth. Reporting to the CEO and serving on the Executive Team, the Chief Financial Officer collaborates with and supervises staff members daily and also works closely with auditors, outside partners, and the Chair of the Finance Committee of the Board of Directors.

### **General and Strategic Responsibilities**

- Direct Trees Forever finances with the intent to strengthen the organization's financial position
- Track metrics and outcomes for all programs
- Communicate financial status of organization clearly to key stakeholders
- Serve as board liaison to finance and governance committees of board of directors

### **Finance and Budget Responsibilities**

- Manage cash flows
- Support the development, communication, and achievement of financial goals
- Track key performance indicators and analyze trends
- Maintain internal procedures and controls
- Direct preparation of annual budget
- Oversee annual audit and tax return preparation and presentation to the board
- Guide preparation of monthly financial statements and projections for Trees Forever and Trees Forever Foundation
- Forecast financial return for current and future programs; prepare budgets for grant applications
- Maintain positive relationships with external auditors of key organizational partners; prepare annual indirect rate for federal grants
- Maintain banking relationships and services
- Lead Finance Team with vision, clarity and enthusiasm

### **Human Resources Responsibilities**

- Administer human resources programs including, but not limited to, compensation, benefits and leave; recruitment, interviewing and hiring; disciplinary procedures; retirement plan compliance and reporting; and occupational safety and health
- Ensure HR practices comply with federal, state and local employment laws and regulations
- Maintain personnel records according to national standards
- Manage compensation and benefits programs to balance financial strength with organizational competitiveness and employee retention
- Serve as principal liaison with payroll services provider

## **Administrative and Finance Team Leader Responsibilities**

- Lead Administrative and Finance teams with vision, clarity and enthusiasm
- Facilitate annual team planning and monitor progress toward goals
- Mentor team members, holding regular meetings and completing annual reviews to celebrate successes and identify needs and resources for skills improvement
- Ensure execution of administrative and financial standard operating procedures

## **Operations Responsibilities**

- Coordinate lease and purchase agreements and property maintenance
- Negotiate services for office equipment
- Oversee management of supplies and inventory
- With CEO, continuously assess property requirements and determine effective use of office and other space

## **Requirements**

- Bachelor's degree in finance, accounting or a related field from an accredited institution, or comparable experience
- 2-5+ years of related experience in nonprofit accounting.
- Experience using Microsoft Excel and other Microsoft software required. Experience with Sage 50 and donor databases preferred.
- Excellent verbal, written, presentation, and interpersonal skills.
- Enthusiasm for the position and the mission of the organization.
- Demonstrated organizational skills managing multiple projects with varying priorities.
- Ability to work a flexible schedule, including some evenings and weekends.
- Valid driver's license and access to reliable transportation and willingness to travel, including occasional overnight trips.
- Strong leadership traits, such as ability to give/receive constructive feedback, critical thinking skills, and confidence in taking initiative.
- Residence in Linn County preferable or within 30 miles of Cedar Rapids/Marion.

## **Salary and Benefits**

Salary Range: \$62,000 – \$67,000 Dependent on qualifications and experience

Retirement Plan Match to 4% of salary (immediate eligibility)

Access to Medical and Dental Coverage-individual and family plans, Life, AD&D Coverage

11 Paid Holidays. 18 days PTO for first year and up to 30 days by year 5.

*Trees Forever is an Equal Opportunity Employer (EOE) and does not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, veteran status, or disability. We reserve the right to conduct background checks and drug screenings.*