



AMERICAN FORESTS

**Job Title:** Director of Finance  
**Department:** Finance  
**Reports to:** Peter Hutchins, COO  
**FLSA Status:** Non-exempt  
**Updated:** October 5, 2019

**SUMMARY:** Director of Finance is responsible for the revenue portion of the organization's month end close process and preparation of timely and accurate internal project reports and reports to the Chief Operations Officer.

**REQUISITE EDUCATION OR CERTIFICATIONS:**

Bachelor's degree in accounting and equivalent work experience of 3 - 6 years.

**REQUIRED EXPERIENCE:**

- Proven ability to work well with and train staff in-policies and procedures, proper accounting and retaining necessary documentation for recorded transactions. Working knowledge of accounting software packages. Proven ability to manage multiple grants, and prepare related grant reports to funders. A service mentality to non-finance departments and a good understanding of non-profit accounting standards and issues, internal controls, and processes. Strong time management, organizational skills, attention to detail, communication, and interpersonal skills are required. Experience with non-profit organizations.
- To perform this job successfully, an individual should have knowledge and demonstrate proficiency with Microsoft Excel and other Microsoft Office applications. Accounting software experience, especially with Sage Intacct. Experience with association management software and its integration with accounting software.

**WORKING CONDITIONS:** The majority of work is performed in a general office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SPECIFIC DUTIES include the following:**

- Perform revenue recognition portion of month end close process.
- Prepare relevant general ledger account reconciliations.
- Prepare and analyze project reports, grant reports and narratives for the organization by the agreed upon deadline.
- Prepare grant budgets and grant proposals for new projects.

- Perform cost analysis to ensure expenses are reasonable, allocable and necessary for program execution.
- Perform expenditure analysis using general ledger, payroll queries, and program budgets to determine the cause of accounting related issues and resolve accordingly.
- Perform program analysis to determine trends that result in periods of high and low spending activity and address accordingly.
- Collaborate with program staff to ensure proper budget execution that impact spending.
- Prepare federal and state financial reports; SF-425 and SF-270.
- Ensure accurate posting of revenue data entered into the donor database to correct projects.
- Reconciles AR balance for collection of outstanding revenue.
- Assist with year-end close, annual audit process; preparation of audit schedules, pulling documents, etc.
- Respond to auditor inquiries.
- Lead the organization through yearly budgeting process.
- Other duties as assigned

**SALARY:** Salary is commensurate with experience.

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