



Save the Sound[®]
Action for our region's environment.

Employment Opportunity at Save the Sound

Director of Finance

Full-time, based in New Haven, CT

December 10, 2021

Would you like to combine your superior financial and business skills with your passion for nature and assuring that everyone enjoys clean air and water? If so, you can contribute to the success of our region's pre-eminent environmental nonprofit organization by joining Save the Sound as the Director of Finance. We are seeking an individual with broad experience and knowledge of accounting, financial, and business principles who is highly organized with a strong attention to detail to oversee financial aspects of Save the Sound and drive financial strategy and planning. The Director of Finance will report directly to our President.

Who We Are

Save the Sound leads environmental action in your region. We protect the Sound, restore its rivers, fight climate change while building resilient communities, and save endangered lands. We make this impact by combining an array of effective tools, from legislative advocacy and legal action to engineering, environmental monitoring, and hands-on volunteer efforts. For nearly 50 years, we've been ensuring that everyone in our region can enjoy the healthy, clean, and thriving environment they deserve—today and for generations to come.

Our organizational leadership and staff are working to deepen Save the Sound's diversity, equity, and inclusion. We seek to attract a more diverse applicant pool. We seek to add and retain more outstanding BIPOC staff members to all levels of our team. We work in diverse communities and landscapes, and are actively working to increase our focus on driving environmental justice action for equitable outcomes within diverse communities through our work.

Visit www.savethesound.org to learn more about our mission, vision, and programs.

The Position

The top priority direct responsibility for the Director of Finance is providing the day-to-day financial management for all of Save the Sound and its programs. The Director will work out of our New Haven office. In this finance role, they will directly supervise our Associate Director of Finance and our Accounts Payable Clerk. This position reports directly to the President.

The Director will also provide oversight of our HR, IT, and general administration of the office. We anticipate high-level HR support to be provided by an outside consultant, ARI, Inc. This consultant will also provide HR supervision for our HR and Office Coordinator in their role of providing day-to-day HR support for the organization. Expert IT services are currently provided by an outside consultant. The Director will supervise office administrative support for the New Haven office, provided by the HR and Office Coordinator.

In this position, the Director of Finance will be responsible for tracking and assessing the financial performance of Save the Sound as well as possible risks and investments, to guide the organization towards long-term success. This includes all elements of financial management, payroll and all employee benefit programs. They will maintain all insurance policies to limit the organization's exposure with assistance and advice from our legal department and general counsel. The Director of Finance will work closely with program, communications, development, and administrative staff at Save the Sound to establish and report on organizational budgets and work with our auditors to complete year-end audits.

Specific responsibilities of this position are to:

1. Manage and train up two highly capable professionals in coordination with systems improvements to expand individual and departmental efficiency, effectiveness and career development;
2. Collaborate with an expert consultant to assess and improve systems such as financial management systems, payroll systems, and personnel salaries, while gathering input and needs of development and program teams;
3. Manage and complete all financial reporting including: Manage the month-end close process including journal entries and reconciliation of balance sheet accounts. Provide monthly financial close and financial reporting to the board on an every other month basis;
4. Manage foundation and government grant financial management and manage government grant drawdowns;
5. Work with the President and executive team to complete the organizational budget(s);
6. Provide all schedules required to complete a clean year-end audit;
7. Monitor cash flow, accounts, and other financial transactions;
8. Develop and implement accounting policies;
9. Accurately track restricted and unrestricted assets;
10. Troubleshoot and coordinate IT system management with IT professionals;
11. Provide collaborative support to our HR team to continuously improve HR support through on-going training and professional support;
12. Ability to process payroll, as a back-up to other assigned staff;
13. Additional tasks as determined by department as needed.

Save the Sound will provide a laptop and desktop computer, access to our company server, and remote IT support as needed. All company meetings are taking place on Zoom or via conference call at this time and into the foreseeable future.

Qualifications and Desired Characteristics

- Bachelor's degree in accounting or finance is required along with at least eight years' experience in a similar role.
- Experience working in a non-profit environment preferred.
- Highly organized and systematic in approaching systems and tasks.
- Ability to maintain confidentiality of information and records.
- Strong collaboration and follow through in approaching and implementing cross-departmental solutions. Good interpersonal skill, demonstrated commitment to training up staff, and ability to work with program leaders.
- Ability to work under the pressure of tight deadlines, able to take lead with minimal

supervision, able to juggle multiple tasks and responsibilities.

- Demonstrated ability to work collaboratively to identify procedural problems or inefficiencies and to recommend and implement improvements.
- Suitable professional writing skills.
- High proficiency with Microsoft Office as well as financial management software.
- Have a strong understanding of fiscal policy and investment regulations.
- Positive outlook, energy, and diplomacy; openness to learning new skills; flexibility in the face of changing priorities.

Common Organizational Job Responsibilities

- Strongly motivated by the organization's mission, values and vision;
- Maintaining positive and productive working relationships with all Save the Sound staff members, including providing and receiving constructive feedback;
- Participating in building productive relationships with Save the Sound's members, external partners, policy makers, and the general public;
- Participating in organizational meetings and activities as requested, such as monthly staff meetings, trainings, and ad hoc planning committees;
- Completing all administrative work on time, such as time sheets, purchase orders, project reports, and planning documents.

COVID-19 Considerations: COVID 19 vaccinations are mandatory, and 100% of our employees are fully vaccinated. Save the Sound follows all federal and state recommendations for limiting exposure. We will be operating in a hybrid work model. We generally anticipate that the Finance Director will report to the office approximately three times/week for the foreseeable future.

Compensation and Benefits Provided: This is a full-time, exempt position. The annual salary range is between \$105,000 and \$120,000 commensurate with experience. Our comprehensive benefits package includes: company-sponsored health insurance, a 403b plan (partially funded after one year of employment) life and long-term disability insurance, very generous Paid Time Off benefits (holidays, vacation, personal time, and sick days), subsidized parking, the opportunity to participate in a company-sponsored FSA account, and opportunities for professional development.

To Apply: Interested candidates should email a resume, cover letter, and the names of three references to Finance@savethesound.org with the words "Director of Finance" in the subject line.

Applications will be accepted until position is filled.

Save the Sound is an equal opportunity employer. We prohibit discrimination based on age, color, disability, marital or parental status, national origin, race, religion, sex, sexual orientation, gender identity, veteran status, or any other legally protected status in accordance with applicable federal, state, and local laws.