



# Save the Sound<sup>®</sup>

Action for our region's environment.

**Director of Finance**  
Full-Time Staff Position  
New Haven, CT

## 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 do this in many ways, from legislative advocacy and legal action to engineering, environmental monitoring, and hands-on volunteer efforts. For more than 40 years we've been ensuring people 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 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.

## The Position

Save the Sound seeks an experienced financial manager to join its finance department. The Director of Finance will report to the Chief Financial Officer and provide key support as the organization grows and improves its financial management software and systems. This position is based out of Save the Sound's New Haven, CT office and may require some travel to the Larchmont, NY office on occasion.

The successful candidate will be technologically-savvy with a strong understanding of accounting and budgeting and a passion for process improvement. This role is eligible for a hybrid work schedule, but a consistent presence in the office is expected.

## Key Responsibilities

- Responsible for maintaining internal controls over procedures and systems to ensure the accuracy and security of financial records
- Management and oversight of the general ledger and key transaction cycles, including accounts payable, accounts receivable, payroll, investments and cash
- In coordination with the Chief Financial Officer, manage the month-end close process and generate reports for key stakeholders, including the Chief Executive Officer, VP of Philanthropy, VP of Programs and the Finance Committee of the Board of Directors
- Prepares and/or reviews balance sheet and profit and loss account reconciliations
- Develop, maintain and/or update key financial process documentation, including internal controls manual and financial procedures manuals
- Train and mentor finance department staff

- Maintain financial records in audit-ready state, conducts internal audits to ensure quality control over financial records
- Assists the Chief Financial Officer in budget and grant management, including allocations of direct and indirect costs
- Assists in the evaluation and implementation of financial systems
- Other duties as assigned

## **Qualifications**

### Minimum Qualifications

- Bachelor's degree in accounting required, MBA or MSA preferred
- 10+ years of progressively responsible finance and accounting experience; non-profit experience preferred
- Self-starter, ability to identify issues and resolve problems
- Excellent communication, interpersonal and presentation skills
- Supervisory experience preferred

***Due to the sensitive nature of this role, a background check will be required.***

## **Terms and Compensation**

This is a full-time, salaried and benefits eligible position. Compensation is between \$90,000 and \$110,000 per year, paid bi-weekly and is dependent upon experience. Benefits package includes health insurance, 403b with employer match after one year of service, life and long-term disability insurance, paid holidays and PTO.

## **COVID-19 Considerations**

In order to protect all employees, we are requiring that all new employees be fully vaccinated for COVID-19 before the start of employment and that employees follow Save the Sound's Covid-19 Vaccination and Office Use Policy.

## **To Apply**

Please submit a resume and a cover letter describing your interest and qualifications for this position. Please use the subject line "Director of Finance" when you submit the materials to [icrite@savethesound.org](mailto:icrite@savethesound.org). No phone calls please.

Applications will be accepted starting April 15, 2022 and will be reviewed on a rolling basis until the position is filled.

We are a thoughtful and thorough organization. We will be in touch to acknowledge receipt of your application and to schedule selected applicants for an interview. Our hiring process can take from 7 to 10 weeks. You will be informed when the hiring process is complete. Please be patient.

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.