



Finance Manager

Founded in 2009, DC Greens is a nonprofit organization that advances health equity by building a just and resilient food system. We believe that racial justice, food access, and health equity are all connected, and that change requires systemic solutions and cross-sector collaboration. DC Greens works in solidarity with those who are most impacted to build a just food system in the nation's capital and break down the systemic barriers that harm our community.

We are currently seeking to hire a Finance Manager to lead all the financial aspects of our organization. This includes employee payroll processing, budgeting, financial reporting, auditing, compliance, and financial planning. This position supports our organization by ensuring sound financial management and transparency. You are an ideal candidate if you have a background in nonprofit finance, excellent communication and presentation skills, and a strong understanding of financial regulations and standards.

Essential Job Responsibilities

Financial Support

- Perform or provide oversight for routine financial activities, including payroll, accounts payable, accounts receivable, electronic banking, monthly reconciliations, and end-of-month reporting
- Monitor cash flow positions and projections to ensure adequate operational liquidity
- Coordinate the annual audit process, including liaising with external auditors and bookkeepers to deliver requested documentation; ensure timely completion of audited financial statements and 990 filing
- Lead compliance efforts with GAAP, the IRS, and D.C. Government
- Lead the financial portion of the organizational budgeting process
- Provide training to and guidance for staff on completing financial responsibilities at all levels of the organization
- Create financial reports to support leadership decision-making
- Liaise with insurance agent or government agencies to maintain appropriate compliance and insurance policies
- Generating quarterly and annual financial reporting and ad hoc financial analyses that support fiscal oversight, development efforts, and board communications
- Maintain and update financial policies and procedures manual, ensuring compliance with state and federal regulations, as well as alignment with revenue and programmatic goals and processes and organizational values around equity, inclusivity, etc.

Development Support

- Provide guidance to development staff on various IRS and GAAP compliance regarding grants and grant structures
- Review of all grant budgets to confirm alignment with organizational budget and accounting system
- Provide financial reports and guidance for grant reporting and invoicing
- Stay abreast of changes in development activities and processes to make recommendations that support the development staff in making strategic decisions

Programmatic Support

- Provide support to programmatic leadership in both organizational and programmatic financial management
- Review vendor contracts and documentation to ensure the financial components are properly expressed and ensuring appropriate accounting setup for any restricted grants
- Provide program managers with guidance on using restricted grants
- Provide monthly budget support for individual program budgets

Experience, Skills, and Qualifications

While we understand that no single candidate can possess every qualification listed below, the following are considered priority areas:

- Commitment to the vision and mission of DC Greens
- Bachelor's degree in Finance, Accounting, or related field
- At least five years' experience in a financial leadership role at a nonprofit organization or an accounting firm responsible for nonprofit clients
- Experience performing financial reporting for federal grant programs
- Excellent organizational skills, with a strong orientation toward developing and maintaining systems, standard operating procedures, and protocols
- Experience with the Microsoft Office Suite, including Excel, and financial software (e.g. QuickBooks online)
- Experience working with a team remotely using collaborative workplace technology tools (e.g. Adobe Acrobat, Zoom, and Asana)
- A positive attitude and concern for people, cultural humility, and good listening skills
- Excellent communication and presentation skills with an ability to translate financial regulations and standards to laypersons
- Experience supporting and working closely with staff and board leadership is a major plus

Location

DC Greens is in Washington, D.C. Most staff work remotely due to COVID-19 with hybrid working arrangements possible in the future.

Compensation & Benefits

This is a regular, full-time, salaried, exempt position. DC Greens' salaries are set using a pay equity process tool. This process was implemented by the organization in 2019 and utilizes social justice principles to equitably compensate staff. The salary is \$85,400 to \$90,600, commensurate with experience and non-negotiable. A generous benefits package includes medical/dental/vision, disability/life insurance, 25 days of paid time off, parental leave, an employer match on retirement contributions once eligible, and a flexible work schedule.

How to Apply

If interested, email a cover letter and resumé to hr@dcgreens.org. Please put "Finance Manager" in the subject line and your resume and cover letter as a single attachment labeled "LAST NAME, FIRST NAME_Application." **Applications will be accepted on a rolling basis until the position is filled. Priority will be given to applicants who apply by May 17, 2024, 11:59 p.m. EST.** Anticipated start date is June 3, 2024.

DC Greens is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bicultural individuals, as well as women and members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical status. Reasonable accommodations will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.