

JOB ANNOUNCEMENT

Finance & Operations Manager

Toxic-Free Future, a Seattle-based nonprofit organization with a 35 year history of working to eliminate toxic chemicals through policy reform, currently has an opportunity available for a Finance & Operations Manager to join our team.

POSITION SUMMARY:

The Finance & Operations Manager oversees the organization's financial, administrative and operational activities. Working with the Executive Director and other staff members, the Finance & Operations Manager is responsible for accounting, technology and data management, facilities, and human resources to ensure a high level of organizational health and compliance. The Finance & Operations Manager supervises the Administrative Assistant who performs many day-to-day functions, provides basic accounting support, and manages the external IT contract.

The Finance & Operations Manager reports to the Executive Director, and works with very limited supervision. Work is judged primarily on overall results allowing choice of work methods (within industry and legal standards) to obtain results.

JOB FUNCTIONS:

Financial Systems Management (50%)

- Manage all accounting functions including accounts payable/receivable, grant tracking and reporting, bank reconciliations, month-end close, and financial reporting.
- Ensure compliance with GAAP standards and other regulatory requirements.
- Maintain updated chart of accounts and general ledger.
- Manage annual audit process and coordinate annual IRS form 990 reporting with external auditing firm.
- Process payroll and benefits through payroll platform, manage staff payroll allocations.
- Develop, maintain and implement effective internal controls.

- Lead the process to prepare the annual budget, and assist in the development of program and grant budgets.

Administration and Human Resources (30%)

- Administer employee benefits including health insurance, paid time off, retirement plan deductions and contributions, and employee reimbursements.
- Perform human resource functions including maintaining personnel files, new hire paperwork, and employee orientation.
- Manage organizational insurance policies, renewals and administration.
- Oversee office management.

General Organizational Systems (20%)

- Ensure completion of local, state and federal filings, registrations, and licensing.
- Oversee and supervise IT network administration and systems, including onsite troubleshooting, software and hardware upgrades, and staff support. Administrative Assistant is primary staff contact for external IT contract.
- Continually inform and train staff on best practices regarding cyber-security, password management, computer maintenance and data management.
- Oversee software purchases and licensing.
- Maintain and continually improve organizational systems to support a robust internal infrastructure, to meet the needs of staff and the organization as a whole.
- Maintain all building lease contracts, sub-leases, room rentals and temporary rental contracts such as storage space, event space, and meeting space.
- Manage and monitor equipment leases and equipment maintenance contracts.

REQUIRED QUALIFICATIONS:

- 3-5 years progressively responsible experience in nonprofit administration with direct experience in accounting and human resource management.
- Bachelor's degree in business management, accounting, nonprofit administration, public administration or similar field, or a combination of education and equivalent experience.
- Substantial knowledge of nonprofit accounting principles and procedures.
- Experience with preparation of audited financial statements and tax returns.
- Strong computer literacy in QuickBooks accounting system and Excel.
- Demonstrated commitment to ethical business practices, and ability to generate trust and credibility with colleagues across all levels of the organization.
- Excellent communication, interpersonal, and relationship-building skills.
- Strong organizing, planning, and problem-solving skills.

DESIRED QUALIFICATIONS:

- Experience supervising accounting or administrative staff.
- Experience with basic IT, network, and equipment troubleshooting.
- Experience using G Suite, Basecamp, Adobe, and Dropbox.

COMPENSATION

This is a full time, exempt position with a salary range of \$65,000 - \$70,000 annually. TFF offers a generous benefits package including 100% paid employee Gold-level medical insurance, dental, disability and life insurance, a monthly wellness program, 15 days of vacation in the first year (and increasing thereafter), and 2% employer contribution to a SIMPLE IRA retirement plan after one year.

How to Apply: Send cover letter and resume to jobs@toxicfreefuture.org

TFF is committed to providing an inclusive environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, political affiliation, amnesty or status as a covered veteran, in accordance with all applicable federal, state and local laws. TFF believes that diversity and inclusion are critical to our success as an advocacy organization working to protect the health of all citizens from harmful chemicals. TFF seeks to recruit, develop and retain the most talented people from a diverse candidate pool, and foster an inclusive environment. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, leaves of absence, compensation and training.