



DIRECTOR OF FINANCE
POSITION PROFILE

ABOUT AMAZON CONSERVATION ASSOCIATION



For the past 20 years Amazon Conservation has worked on the ground in the southwest Amazon, in both Bolivia and Peru. Our work protecting wild places, empowering local people and putting science and technology to work has been shaped by the people and land where we began. Two decades in, we have protected over 3.3 million hectares of rainforest; provided cutting-edge tools to government and forest users to protect their lands; empowered hundreds of indigenous communities to develop forest-friendly livelihoods; and hosted thousands of scientists pioneering innovative research at our three conservation hubs.

In 1999, Amazon Conservation's founding program provided support for Brazil nut harvesters in Peru as an incentive to protect the forest, the first of many locally driven, pragmatic conservation solutions that are the hallmark of the organization.

Today, our unique approach focuses on three strategies: empowering people to become champions for conservation while improving their quality of life; protecting wild places that are home to hundreds of thousands of species of wildlife; and deploying the latest discoveries in science and technology for environmental conservation.

To achieve success, the organization collaborates with governments, NGOs, the private sector, and scientists in the region, and with the people who depend on the forest for their livelihood. Science-guided strategies and innovative conservation are our tools; communities on the ground, our allies. We protect these vital forests by creating a network of state, community, and private lands managed for conservation and sustainable use of resources. Our target is always the most durable conservation impact, and we have made a difference, but we must do more to ensure that the Amazon thrives.

"No other organization is as committed to the conservation of this critical geography, its people, and its ecosystems. In fact, I'd say Amazon Conservation is the best organization that I have worked with in my 45 years in conservation, including my time as Secretary of the Interior." — Bruce Babbitt, former U.S. Secretary of the Interior



POSITION SUMMARY

Amazon Conservation seeks a Director of Finance to be responsible for all financial matters of the organization. They will report directly to the Executive Director and work closely with the Board of Directors. The Director of Finance will oversee all compliance, budgeting, financial reporting, and financial management for federal government contracts and grants, foundation awards, and other sources of income. In addition, they will partner with the senior program and administrative leadership to develop and implement financial strategies and risk assessment across the organization and in coordination with our sister organizations in Peru and Bolivia. They will be a key leader on the organization's management team and must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace.

RESPONSIBILITIES

Financial management and reporting

- Develop and monitor annual organizational budgets, with participation from relevant staff members and partner organizations
- Conduct and oversee financial reporting for funders, including private foundations, US government and international organizations
- Manage and maintain current and forward cash flow planning
- Guarantee timeliness, accuracy, and usefulness of financial reporting internally and to the Board of Directors
- Supervise and provide mentorship to finance and administrative staff

Accounting and administration

- Represent the company to financial partners, including financial institutions, donors, foundation executives, auditors, public officials, etc.
- Conduct cash and asset management, including all ingoing and outgoing transfers of funds and payments
- Coordinate closely with partner organizations in Peru, Bolivia and other countries to ensure clear communication and excellent coordination between organizations on financial matters
- Make certain that all legal and regulatory compliance regarding all financial functions are followed appropriately
- Oversee the timely and accurate bookkeeping for all organizational expenses as well as the reconciliation process for bank accounts and credit cards monthly
- Ensure maintenance of appropriate internal controls and financial procedures
- Work with auditors to conduct annual audits and any additional project audits as required
- Ensure proper filing of tax returns
- Participate in organizational policy development

Human Resources

- Oversee Human Resources responsibilities, including benefits management, hiring, onboarding, terminations, and payroll
- Coordinate open enrollment process, including analyzing yearly vendor proposals for health, dental, vision,retirement, short term disability, long term disability, and life insurance
- Oversee the annual performance review process

QUALIFICATIONS



The Director of Finance will be a proven financial manager with experience managing finance functions (accounting, budgeting, control, and reporting) for a complex nonprofit with multiple funding sources and international partners.

- A minimum of a BS; CPA and/or MBA preferred
- At least 6 years of finance experience, ideally in a role communicating and evaluating financial information and making actionable recommendations to senior leadership. Experience in a leadership position such as Assistant Director or Director of Finance or equivalent in a nonprofit organization strongly preferred
- Proficiency in Spanish
- Experience partnering with executive staff, resulting in the development and implementation of financial management strategies
- Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, and compliance, and preferably with federal agency reporting
- 2-3 years of experience coordinating or overseeing organizational audits
- Knowledge of accounting software and standard financial reports
- Demonstrated knowledge of laws governing nonprofits and GAAP
- Excellent written and oral communication skills
- Demonstrated leadership ability and interpersonal skills
- Excellent analytical and abstract reasoning skills, plus strong organizational skills



SALARY AND BENEFITS

Salary commensurate with experience. Amazon Conservation offers a competitive benefits package that includes employer-paid medical, dental, vision, short- and long-term disability, as well as a matching pension plan, generous sick leave, and 25 vacation days. Some domestic and international travel will be required. Equal opportunity employer (EOE) - candidates of all backgrounds and experiences are encouraged to apply.

Please note that due to the current COVID-19 pandemic Amazon Conservation's staff has been working remotely and recently did a soft opening of our offices. This position will remain a hybrid position and the candidate must be located in the DMV area (Washington, DC - Maryland - Virginia) to access our DC office 1-2 times a week for meetings.

TO APPLY

Amazon Conservation Association has retained the services of ThinkingAhead Executive Search. Interested applicants should send a resume and statement of interest to:

Chris Spagnola at cspagnola@thinkingahead.com
Jonathan McIntosh at jmcintosh@thinkingahead.com

Candidates are reviewed on a rolling basis. Position is open until filled and is available immediately.

