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## **Director of Finance and Operations**

### **Job Description**

Amazon Conservation seeks an exceptional, strategic, and mission-oriented Director of Finance and Operations to lead all financial and operational functions of the organization. Reporting directly to the President and providing the financial analysis and reporting to the Board of Directors, the Director of Finance and Operations will oversee all compliance, budgeting, financial reporting, and financial management for bi- and multilateral government grants and contracts, foundation awards, private donations, and other sources of income. In addition, they will partner with the organization's senior leadership to develop and implement financial management strategies, risk assessments, and strengthen operations across the organization in coordination with our sister organizations in Peru and Bolivia and in support of a range of partners across the Amazon and in the US. The Director of Finance and Operations is 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. This position will manage a team of two - the Senior Accountant and an Operations Coordinator based in Washington, DC.

#### **Responsibilities:**

##### **Strategic Financial Leadership (40%)**

- Lead the development and oversight of annual organizational and project budgets in collaboration with relevant staff members and partner organizations
- Provide strategic financial guidance and analysis to the President, Board of Directors, and senior leadership
- Oversee internal and external financial reporting to US and international funders -private foundations, bilateral/multilateral donors, major individual donors
- Lead cash flow forecasting and ensure effective cash and investment management
- Build financial literacy across the organization and serve as a trusted advisor to non-financial staff on budget development and management
- Supervise and mentor the finance team and administrative staff

##### **Financial Oversight and Compliance (40%)**

- Maintain and strengthen internal controls, financial policies, and procedures to ensure accuracy, transparency, and compliance
- Supervise the Senior Accountant in managing all accounting functions including expense tracking, bank reconciliations, and financial/credit card statements
- Ensure compliance with US and international regulations and reporting requirements
- Collaborate closely with finance leads in Peru and Bolivia to align systems and ensure cross-border compliance
- Lead the annual organizational audit and project audits, ensuring full preparation and responsiveness of finance team to auditor inquiries
- Ensure timely and accurate filing of tax returns and registrations
- Represent the organization to partners receiving funding, financial institutions, donors, foundation executives, auditors, public officials, and other pertinent stakeholders

##### **Operations and Human Resources (20%)**

- Lead HR functions including benefits administration, payroll, onboarding/offboarding, and annual performance evaluations.
- Manage open enrollment and evaluate annual insurance proposals (health, dental, vision, disability, life, retirement)
- Support recruitment processes and staff engagement initiatives
- Supervise the Operations Coordinator and oversee internal operations, which include engagement with building management and service providers; managing supplies, equipment, technology, and utilities; recordkeeping; prep and logistics for board meetings, team meetings, and other periodic meetings and events; and resolving any office-related issues that arise
- Provide feedback, recommendations, and support as the organization investigates establishing itself as a charitable institution in key Amazonian countries
- Participate in organizational policy development

### **Required 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.

- Proven track record (minimum of 6 years) leading finance and operations in a complex, multi-stakeholder nonprofit, ideally with international programs or partners
- Bachelor's degree required; CPA, MBA, or equivalent advanced degree preferred
- Experience working directly with senior leadership and Boards of Directors on strategic and financial matters
- Professional proficiency in written and spoken Spanish required. Portuguese is a plus
- Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, and compliance, and preferably with federal agency reporting
- Experience coordinating or overseeing audits (2–3 years minimum)
- 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 experience supervising staff
- Excellent judgement, communication, and problem-solving skills
- Strong organizational skills and ability to manage competing priorities with professionalism and discretion

### **Position Details (Salary, Benefits, Location):**

**A competitive salary is offered based on experience and the candidate's location. Amazon Conservation offers a competitive benefits package that includes employer-paid medical, dental, vision, short- and long-term disability, 70% dependent coverage, as well as a matching pension plan, 12 sick days, 25 vacation days, and 3 personal days.**

**Candidates for this position must be located in the DMV (Washington, DC, Maryland, Virginia) area. Amazon Conservation's Washington, DC office operates in a hybrid work environment, and this position is required to work from our office at least 1 to 2 times a week and participate in other meetings and events. Periodic international travel may be required.**

### **To Apply:**

Please submit your cover letter, resume, and a list of three references via email to [applications@amazonconservation.org](mailto:applications@amazonconservation.org) with the subject line "Director of Finance and

Operations.” Applications without all materials will NOT be reviewed. Due to the high volume of applications, the organization will only reply to finalist candidates. No phone calls, please.

Equal opportunity employer (EOE) - candidates of all backgrounds and experiences are encouraged to apply.

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