

## Director of Finance and Contracts Management

### POSITION DETAILS:

- Full-time
- \$100-120k annual salary plus comprehensive benefits package
- FLSA Exempt
- Located in downtown Portland, Oregon
- Reports to CEO

### ABOUT THE GREEN ELECTRONICS COUNCIL:

The Green Electronics Council (GEC) is a mission-driven organization that seeks to achieve a world in which only sustainable electronics are designed, manufactured, bought, used and recycled. GEC was founded in 2006 and manages the most widely used ecolabel for electronics globally, [EPEAT](#), which is used by purchasers in more than 42 countries. GEC works with global electronics brands and large scale purchasers to facilitate their adoption of sustainable manufacturing and procurement systems. We aim to increase the market availability and purchase of sustainable electronics. More information is available at [www.GreenElectronicsCouncil.org](http://www.GreenElectronicsCouncil.org).

### POSITION SUMMARY

The Director of Finance and Contracts Management is a member of GEC's Leadership Development team and is responsible for managing the financial functions of the organization. The Director of Finance and Contracts Management has three primary responsibilities: budget development and management, accounting and annual audit, and contracts management.

This position is also responsible for project management of GEC projects, as identified by the CEO.

### RESPONSIBILITIES

#### **Budget Development and Management**

- Lead annual budget development process
- Own and maintain multi-year budget outlook and projections
- Develop budget dashboards for budget managers
- Create monthly budget to actuals and cash flow report for CEO
- Ensure that the organization has adequate financial controls and establish additional controls as necessary
- Procure and manage appropriate and comprehensive insurance coverage for the organization
- Serve as the staff lead on the Finance Committee of the Board of Directors

- Report current and forecasted financial position of the organization to the CEO and the Board of Director

### **Accounting and Annual Audit**

- Oversee accounting functions including the general ledger and account reconciliations
- Processing (AR, AP, GL), and purchasing control. Facilitate accurate and timely monthly, quarterly and annual closes and preparation of financial statements. Approve staff expense reimbursements through Expensify.
- Oversee monthly payroll processing. Coordinate changes to fringe benefits with HR Manager throughout the year. Ensure changes are made in the appropriate pay period and communicated to the appropriate vendors.
- Manage internal staff and external contractors to ensure the accurate and timely recording of all financial transactions
- Manage cash-flow and bank accounts, and maintain accurate forecasts of organization's cash position
- Maintain current knowledge and understanding of accounting and tax regulations, laws, industry trends, practices. Establish policies and procedures for compliance.
- Lead preparation of the financial audit and tax filings, working closely with external auditors; prepare highlights of key business indicators for the organization's annual report.

### **Contracts Management**

- Assist in the development and upkeep of standard contracts
- Implement process and procedures for the review and approval of contracts
- Act as the primary GEC point of contact for tracking agreements with EPEAT participating manufacturers, GEC CAB clients and external Assurance Services providers
- Summarize contractual issues and propose creative solutions to mitigate contractual risk to the organization

### **QUALIFICATIONS**

- Bachelor's and/or Master's degree in accounting; CPA and/or CMA, is preferred.
- 8 - 10 years proven leadership experience in a financial/accounting role, with a minimum of 5 years supervisory experience in a management position.
- Substantial experience in midrange accounting applications with strong technical and accounting systems foundation. QuickBooks and SaasOptics experience is preferred. Proven record of accomplishment in creating structure and best practice internal controls within an organization is desirable.
- Demonstrated knowledge of financial regulatory guidelines and procedures as it relates to non-profits; solid understanding of non-profit accounting and reporting, tax preparation and contracts management.
- Strong knowledge of generally accepted accounting practices and principles to include cash flow management, financial analysis, understanding of GAAP, and creation and implementation of internal controls.

- Possess skills in problem resolution, initiative, prioritizing, implementing process enhancements, and handling confidential and sensitive information.
- Proficient in Microsoft Office programs.
- Strong detail orientation; ability to manage multiple overlapping priorities.
- Strong organization and time management skills.
- Commitment to sustainability and the mission of GEC.

**Application Process:** Submit a cover letter and résumé *specifically focused on your qualifications for this position* to GEC's Human Resources Manager, Julia Bulfin: [jbulfin@greenelectronicscouncil.org](mailto:jbulfin@greenelectronicscouncil.org) . Include in your cover letter details demonstrating competencies and qualifications listed above. No phone calls please.