

Director of Finance

POSITION DETAILS

- Full-time (\$115k - \$135k depending on experience and fit)
- FLSA Exempt
- Remote Position (Portland, OR or Washington DC preferred)
- Reports to CEO

ABOUT THE GREEN ELECTRONICS COUNCIL

The Green Electronics Council (GEC) is a mission-driven non-profit 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.

POSITION SUMMARY

The Director of Finance is responsible for managing the financial functions of the organization. The Director of Finance has three primary responsibilities: budget development and management, accounting and annual audit, and Master contracts management.

RESPONSIBILITIES

Financial Management: Budget and SOPs

- 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.
- Design and implement standard operating procedures for the GEC finance function.

Accounting and Annual Audit

- Oversee accounting functions including the general ledger and account reconciliations.
- Process AR, AP, GL. Facilitate accurate and timely monthly and annual financial close including preparation of financial statements. Approve staff expense reimbursements through Expensify.
- Process semi-monthly payroll. Coordinate changes of employee benefits with HR Senior Manager throughout the year. Ensure changes are made in the appropriate pay period and communicated to the appropriate vendors.
- Manage one internal staff person and external contractors to ensure the accurate and timely recording of all financial transactions.
- Manage cash-flow, bank account reconciliations, and maintain accurate forecasts of organization's cash position.

- Maintain current knowledge and understanding of accounting and tax regulations, laws, and industry trends and practices. Establish and maintain 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.

Master Contracts Management

- Assist in the development and updating of master contracts (participating manufacturers, Conformity Assurance Bodies (CAB), GEC CAB clients).
- 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 degree in accounting; Master's degree, 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 Online and SaasOptics, or similar deferred revenue software, 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.
- Strong skills in problem resolution, initiative, prioritizing, implementing process enhancements, and handling confidential and sensitive information.
- Proficient in Microsoft O365 programs.
- Strong detail orientation; ability to manage multiple overlapping priorities.
- Strong organization and time management skills.
- Commitment to sustainability and the mission of GEC.

Benefits: GEC recognizes, rewards, and supports our employees and we offer outstanding benefits:

- Comprehensive health coverage (medical, dental, and vision)
- 401(k) retirement savings plan fully vested upon enrollment
- Annual paid time off including 3 weeks of vacation (plus generous holidays including two paid weeks off during the Winter holidays) and 8 hours volunteer leave (can be used for a qualified volunteer activity, particularly STEM or conservation related)

Application Process: Submit a résumé and a cover letter specifically focused on your qualifications for this position to Ms. Julia Bulfin: jbulfin@greenelectronicscouncil.org. Include in your cover letter details demonstrating competencies and qualifications listed above. GEC will begin interviews for this position in mid-January with a targeted start date in early February, 2021.