Job opening: Finance Manager

Organizational Overview

Wildlands Network is a growing nonprofit organization committed to reconnecting, restoring, and rewilding North America so that life—in all its diversity—can thrive. We have staff, board members and partners in the United States, Mexico and Canada working with nonprofit partners, landowners, communities, elected officials, and government agencies to protect, maintain and restore wildlife habitat and movement corridors.

Wildlands Network is committed to recruiting, training, and retaining talented, diverse, and creative staff who are passionate about fulfilling our mission.

Position Summary

Wildlands Network seeks a full-time Finance Manager to oversee fiscal operations and help ensure the long-term financial health of the organization.

An ideal candidate will appreciate and excel in a hands-on, collaborative work environment in a rapidly growing and multicultural organization. Significant opportunity for professional growth, including potential future direct staff management, department leadership and international operations experience. Must have ability to navigate and manage around organizational change and growth, including in systems design and implementation.

The Finance Manager will collaborate with our small but dedicated and passionate Wildlands Network team across the U.S., Canada and Mexico. The ideal candidate is driven, self-motivated, and comfortable working independently from both home and an office environment and utilizing technology and other tools to communicate effectively with team members. This position requires outstanding attention to detail, communication skills, and a systems-based approach to data management. The successful candidate will bring a collaborative and team-oriented mindset.

Reporting directly to the Executive Director, the Finance Manager will oversee and ensure compliance, integrity and accuracy of all financial operations and transactions. This position will not immediately have direct reporting staff, but will have authority and responsibility to manage external contractors and consultants. This includes primary responsibility for coordinating and managing the annual audit with external accounting firm.

The Finance Manager will work directly with the Development Department to ensure accurate accounting for and reporting of grant monies, donations and other gifts, in accordance with all IRS, federal grant accounting and other best practices and requirements. This position will also support grant-level budgeting and financial reporting.
The Finance Manager will work directly with the Executive Director and Board Treasurer, as well as relevant Board Committees, to evaluate and provide recommendations for long-term financial management and options, including endowment management, financial policies and other significant financial decisions.

Due to the nature of the organization and planned growth, the Finance Manager will handle international transactions and relevant contracts with Mexico or Canada-based accountants or accounting firms. Experience or knowledge of accounting practice, norms or regulations in other countries is not required, but the person in this position must have a passion for continued education and ability to work cross-culturally, as well as ask appropriate questions to ensure legal and ethical accounting and financial management regardless of jurisdiction.

This position requires familiarity and experience implementing U.S. industry-standard accounting practices and processes, including GAAP. Non-profit experience is a plus and commitment to continued education and professional development in the non-profit financial management space will be required (costs to be covered by Wildlands Network) regardless of previous experience.

**Primary Responsibilities Include:**
- Design, develop and implement accounting procedures and financial controls in accordance with industry best practices and GAAP requirements.
- Process and verify receipts and payments (cash, check, wire, credit cards, etc.), including contractor payments, invoices, payroll, expense reimbursement, subawards, etc.
- Create and consult on project and grant budgets and reports
- Maintain and update relevant accounts and online platforms, including providing strategic input into account management or use of vendors for financial purposes
- Provide ongoing and regular reports to the Executive Director, Development Director, Board Treasurer (monthly, quarterly, annually), and other staff and board members as needed
- Implement record keeping practices and ensuring proper and timely documentation of financial transactions and operations
- Assist in annual and ongoing budgeting and budget tracking
- Stay up to date on industry trends and best practices, including for international or cross-border transactions and financial management
- Manage annual audit

The requirements listed in our job descriptions are guidelines, and if you have 75% of the qualifications listed, we encourage you to apply. We are committed to providing training and professional development opportunities to help the right candidate succeed. Applying allows you to be considered.

**Essential Qualifications:**
- Advanced knowledge of standard U.S. accounting practice and regulation
- Expertise in Quickbooks
- Familiarity or knowledge working with payroll, timekeeping, and other financial or administrative online-based service providers
- Working knowledge of Microsoft 365 platform and suite, including Microsoft Excel and Word
- Ability to communicate concepts and ideas clearly, verbally and in writing
- Familiarity preparing financial reports and budgets, including for grants
- Proactive and quick problem solver
High ethical standards
• Supportive of transparency and accountability in leadership and financial management
• Systems-thinking ability and desire to increase efficiency and effectiveness of operations
• Desire to grow professionally, including networking and continued education in the field and within the non-profit community

**Ideal Qualifications:**
• At least three years of experience managing or overseeing non-profit financials, including reporting and auditing
• GAAP compliance and systems-design experience
• Experience providing financial insights or expertise to inform executive-level decision making
• Industry-accepted certification or degree pertaining to accounting or financial management
• Experience working in a team setting
• Comfortable presenting in-person and virtually to small groups
• Spanish and/or French language skills

**Supplemental Information:**
- Wildlands Network supports flexible scheduling but requires transparency and proactive communication about availability and may occasionally require that meetings or discussion take place between 9am-5pm MT M-F.
- Travel may be required occasionally for team meetings and events
- Must have or be willing to obtain valid U.S. passport

**Location:** Salt Lake City, in-person preferred, but remote and WFH considered based on experience

**Salary:** $60,000-$70,000, depending on experience and location

**Benefits:** Generous paid vacation, sick, family leave, and sabbatical policies; employer-sponsored health and dental coverage; access to a retirement account; budget allocation for ongoing professional development.

**Position Type:** Full-time, salaried

**Position Start Date:** January 1, 2023

**Equity, Diversity, and Inclusion:** Wildlands Network is committed to increasing equity, diversity, inclusion, and justice in all elements of our work and with our partners to support the interconnected needs of wildlife and people in a rapidly changing world. We recruit, employ, train, compensate, and promote regardless of race, religion, creed, national origin, ancestry, sex (including pregnancy), sexual orientation, gender identity, age, physical or mental disability, citizenship, genetic information, past, current, or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law. We are proud to be an equal opportunity employer. Applicants are invited to learn more about Wildlands Network’s commitment to diversity, equity, and inclusion at wildlandsnetwork.org/equity-diversity-and-inclusion.

If you have a disability and require accommodation or assistance with our application process, please tell us how we can help by calling us at 385-229-4849.
To Apply: Please send a statement of interest and resume to k.davis@wildlandsnetwork.org. Please, no calls or direct emails to other staff. To be considered, applicants must submit materials through this email account. Applications will be reviewed on a rolling basis and will be accepted through December 15, 2022. Due to expected volume of applications and interest, only those candidates selected for an interview will likely be notified.