



## Finance Manager

### About Us

GreenWave is a nonprofit organization that is reviving coastal communities with a new type of regenerative ocean farming that uses zero inputs, has myriad ecological benefits such as carbon and nitrogen sequestration, and works to provide food justice and quality jobs in places that need it. GreenWave works with farmers to launch and scale their businesses through a mix of training and innovation. Our high-and-low touch training ranges from an online seed-to-sale Ocean Farming Hub and region-specific workshops to hands-on internships and participation in our farmer support network. Our innovation program works to scale markets and disseminate the latest farm, hatchery and blue tech design throughout our farmer network.

### Job Description

Our growing organization seeks a Finance Manager to manage our daily accounting and financial operations. Reporting to the co-Executive Directors, the Finance Manager will be responsible for ensuring that our day-to-day accounting and finance operations run smoothly, enabling the long-term success of the organization and supporting an annual budget of approximately \$3M. Key areas of oversight include general bookkeeping, grant accounting, contract billing, budgeting, banking, preparation of reports, and maintenance of records. The ideal candidate will understand the nuts and bolts of non-profit finance, be able to refine and build internal financial processes, and work collaboratively to support leadership and our development and program colleagues in building budgets and identifying fundraising needs.

This is a full-time position ideally based in New Haven, CT or Brooklyn, NY. All administrative staff are currently working remotely due to COVID. Because of this, consideration will be given to remote candidates.

### Responsibilities

- Oversee general accounting using Quickbooks Online, including, among other things, journal entries, accounts payable, accounts receivable, reconciliation of bank accounts.
- Ensure that all financial activities involving grant funds (federal and non-federal) awarded are accounted for and in compliance with GAAP, grantor and/or agency specific requirements, and GreenWave's accounting policies and procedures, and proactively stay up to date on changes to regulations.
- Streamline finance and accounting workflows and implement internal controls; manage the documentation of accounting policies and procedures.
- Prepare monthly, quarterly and annual financial reports for departmental directors, and Board of Directors Finance Committee. Provide financial reports for funders and partners as requested.
- Support Development and Program teams in the creation of project budgets for internal tracking and grant applications.

- Prepare short- and long-term cash flow analysis; monitor cash flow.
- Manage annual preparation, review, and filing of Form 990 with external accountant.
- Oversee the annual audit.
- Co-lead the drafting of the organizational budget, ensuring that organizational strategic priorities are properly funded. Collaborate with program staff on their annual budget development.
- Oversee the physical & electronic filing, safekeeping, archival, retrieval of financial documents.
- Respond to inquiries from vendors, funders, partners and internal staff re: financial matters.
- Manage limited HR responsibilities, including employment intake and consulting contracts, benefits administration (retirement plan, health/vision/dental, etc) and other insurance policies (D&O, Liability, Workers Comp), etc.

### Desired Qualifications

- Bachelor's degree in Accounting or Finance
- 5+ years of experience in nonprofit finance/accounting, with strong knowledge and understanding of Nonprofit GAAP
- Outstanding budget drafting/management, analytical, writing and organization skills with capacity to manage projects and successfully prioritize among multiple tasks
- Experience with Quickbooks Online (Expensify, Salesforce experience is a plus)
- Proficient in Microsoft Office products, including expertise in Excel
- Ability to maintain highest confidentiality when dealing with sensitive or private information
- Comfort working in a small, lean startup team, and wearing multiple hats when required

### What we offer

- \$80,000-95,000 salary, commensurate with experience
- Health and retirement benefits
- Generous paid vacation and holiday leave

People of color, people with disabilities, veterans, and LGBTQ candidates are strongly encouraged to apply. GreenWave is committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities. GreenWave is an equal opportunity employer and does not discriminate in its employment decisions. GreenWave provides reasonable accommodations to applicants and employees as required by law.

### How to apply

We intend to hire for this position as soon as possible; applications will be considered on a rolling basis until the position is filled. Send your resume and cover letter to [jobs@greenwave.org](mailto:jobs@greenwave.org) with the subject line "Finance Manager." In your cover letter, please include a note telling us your favorite way to eat seaweed.