



POSITION TITLE:
DIRECTOR OF FINANCE

Reports to: Executive Director
Location: GYC Headquarters in Bozeman, MT
Supervises: Finance Associate
Status: Regular, Full-Time, Exempt
Last Update: January 2024

Organizational Overview

For more than 40 years, the Greater Yellowstone Coalition (GYC) has been “America’s voice for Greater Yellowstone.” As the only on-the-ground conservation group working solely to protect the Greater Yellowstone Ecosystem (GYE), we strive passionately, professionally, and strategically to protect the lands, waters, and wildlife of this remarkable area. Greater Yellowstone’s 20 million acres comprise one of the last and largest intact temperate ecosystems on Earth. It is also home to vibrant communities with varied economies and unique cultures in the three states of Idaho, Wyoming, and Montana.

As a place-based conservation organization, GYC uses the full range of tools available to achieve durable conservation outcomes. We believe in the power of working together. We are creative thinkers and aren't afraid to think big and creatively when it comes to achieving our goals and advancing our mission. We build authentic and trusting relationships. We believe in what we do.

Scope of Responsibilities

The Director of Finance oversees all of GYC’s fiscal operations. As a member of GYC’s Leadership Team reporting directly to the Executive Director, the Director of Finance leads budgeting, accounting, treasury, payroll, retirement plan administration, investment portfolio oversight, risk management, and financial reporting activities to support the performance and health of the organization. Located at the GYC Headquarters in Bozeman, the Director of Finance engages with all of GYC’s staff and departments to manage revenues, expenses, and cash flow needs. The Director of Finance leads GYC’s annual budgeting and audit processes and is charged with reporting quarterly to the Board of Directors. They are responsible for establishing and maintaining financial policies, procedures, controls, and reporting systems and for ensuring legal and regulatory compliance in accordance with Generally Accepted Accounting Principles (GAAP).

Essential Duties and Responsibilities

- Lead and oversee all fiscal operations.
- Assist leadership with important financial decisions and risk management.
- Oversee and direct implementation of accounting activities including accounts payable,

- accounts receivable (revenue recognition and billing), payroll, reconciliations, month-end close, audit preparation, and GYC retirement plan.
- Manage the annual budget process by providing guidance and support to staff.
- Compile the annual budget and prepare regular financial statements for presentation to the Board of Directors.
- Supervise Finance Associate position.
- Track restricted gifts and grants and prepare budgets and financial reports for funders. Work with program staff to ensure grant budgets are appropriately allocated and spent within the grant period.
- Safeguard assets by establishing, monitoring, and enforcing internal controls.
- Establish and maintain procedures and systems for record-keeping and accounting controls.
- Manage GYC's cash balances and investments.
- Ensure compliance with federal, state, and local legal requirements.

Qualifications

- Bachelor's degree in accounting or related field, with master's degree and/or CPA preferred.
- At least 7 to 10 years of leadership experience in public accounting, treasurer, controller, or chief financial officer role for a non-profit or private corporation.
- Familiarity with nonprofit reporting and accounting preferred.
- Unquestionable integrity and trust in managing financial resources.
- Experience working with third party accounting systems and data tools, including Microsoft Excel and other financial management software.
- High attention to detail regarding financial data and management.
- Ability to translate financial concepts to – and to effectively collaborate with – colleagues who do not have finance backgrounds.
- Experience with grant management.
- Proficient with financial and accounting software.
- Keen analytic and problem-solving skills that support sound financial decision making.
- Excellent communication skills.
- Must have a valid driver's license and ability to travel, primarily within the region.
- A commitment to the mission and goals of the Greater Yellowstone Coalition.

Compensation and benefits:

- Salary range \$100,000-125,000, DOE.
- Employer-paid health premiums for employees and contributions for dependents, spouses, and domestic partners.
- Employees can elect to have additional premiums for vision, dental, life, and accident policies.
- Employer-paid long-term disability.
- Generous time-off: vacation, sick, personal, paid holidays, and sabbatical.
- Tuition reimbursement program.
- Paid volunteer hours.
- Employer contribution to profit sharing retirement plan.
- Hybrid work model.
- Employer contribution to 401k plan with match available.

Physical Demands & Working Conditions

GYC is committed to honoring and improving accommodations within our existing infrastructure. Typical work conditions include the ability to:

- Work within a business office environment with moderate noise.
- Work occasional nights and weekends.
- Work on a computer, use a telephone, and other general office equipment.
- Lift and carry up to 50 pounds.
- Travel occasionally, generally by car.

The Greater Yellowstone Coalition is an equal opportunity employer. We do not discriminate and will not discriminate in employment, recruitment, Board membership, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, or for any other discriminatory reason.