Finance Director | Job Description

Honor the Earth

We are an Indigenous led organization fighting to dismantle settler-colonialism, racial capitalism, white supremacy, and imperialism by investing in our communities to resist exploitation, withstand crises, and prepare our future generations to lead us towards a sovereign future.

We envision a future rooted in Indigenous sovereignty and lifeways, where all Peoples live in right relationship with Mother Earth and each other. We are committed to creating a world that is just and equitable for generations to come.

Finance Director

Honor the Earth is seeking a highly skilled and detail-oriented Accountant to join our dedicated team. This role plays a crucial part in our financial operations. The Accountant will handle all standard non-profit accounting duties, including financial record-keeping, budget preparation, ensuring compliance with regulatory requirements and managing the Finance Team, in coordination with Senior Management.

Position Details

This role is a Full Time Position averaging 40 hours of work per week between 9 and 5 MT. This is a salaried position.

Reports to: Deputy Director

Salary range: $80,000 - $85,000 DOE

Location: Ideal candidates would be based in North Dakota, or South Dakota or Montana, but working remotely with willingness to travel occasionally is a possibility

Benefits:
- Health, vision, and dental insurance
• 401K savings plan
• Vacation and Sick Leave
• Supplemental time off to support staff in cultural practices, major life events, etc.
• Wellness Benefit
• Home Office Benefit (partial coverage of phone and internet)
• A people-centered organization

Responsibilities

• Maintain accurate financial records and accounts for the organization, ensuring transparency and compliance
• Assist in the preparation of organizational and project budgets, collaborating with team members to ensure financial planning aligns with the organization’s mission
• Ensure compliance with nonprofit accounting standards and regulatory requirements, including IRS guidelines
• Prepare financial reports and statements for internal and external stakeholders
• Assist in financial audits and provide necessary documentation and information
• Manage financial aspects of grants, including budgeting, tracking, and reporting
• Coordinate processes between finance and development team
• Oversee payroll processes and ensure accuracy in payroll transactions
• Monitor and control organizational expenses to optimize financial resources
• Lead operations of the finance team and supervise additional finance team staff, contractors, and third party firms
• Prepare for and facilitate finance team calls and attend all other required staff meetings
• Contribute to strategic planning for the organization with finance insights
• Openness to learning about other facets of the organization’s work and being cross trained to support other projects as appropriate
• Other duties as assigned

Qualifications

• Bachelor’s degree in Accounting or related field (advanced degree or CPA preferred) or equivalent experience
• Preferably 3-5 years managing finances for an organization with a budget over $1 million
• An understanding of, and a passion for, Honor the Earth’s mission and vision
• Strong skills using accounting software such as QuickBooks and ability to learn and manage new platforms as needed
• Excellent analytical and problem-solving skills
• Attention to detail and commitment to accuracy
• Effective communication and interpersonal abilities
• Ability to work independently and collaboratively within a team, particularly in a leadership role
• Interest in ongoing political education to deepen your understanding of Honor the Earth’s campaign work and priorities
To Apply

Submit a resume, cover letter, and 2 references to our HR Department at HR@honorearth.org
Please write the position title and your first and last name in the subject line.