

Finance Manager

About New Buildings Institute

New Buildings Institute (NBI) is at the forefront of a wide range of national and regional policy, program and technical initiatives focusing on high performance buildings. Widely respected in the industry for its leading-edge thinking on improving building performance, NBI is a nonprofit, mission-driven organization committed to making a difference. We work with national, regional, state, and local agencies, non-governmental organizations, utilities and companies to promote improved energy performance in buildings. Projects include building research, design guidelines, policy and code activities focused on making buildings better for people and the environment.

About the Position

The Finance Manager will lead our finance department. Primary duties include financial management and strategy; reporting; compliance; oversight of annual financial statement audit; and creation and implementation of annual operating budget. This position will contribute to the success of our organization by providing leadership in financial management and pricing strategy; collaborating and providing support to senior management; supporting program and development staff with budget & financial needs; and by monitoring and reporting on projects and overall organizational financial performance. The position requires a strong background in non-profit accounting and is task oriented as well as strategic.

Responsibilities

Financial Management & Reporting

- Financial business planning, budgeting, forecasting, and pricing strategies, leading all financial strategy discussions.
- Oversee all regular (weekly, monthly, quarterly & annual) financial activities, including: budget development; financial statement audits; invoicing; accounts payable; accounts receivable; bank and credit card reconciliations; semi-monthly payroll; financial statements; and maintaining system of controls over accounting transactions.
- Liase with Board Finance Committee: meeting agendas, packets, presentations and minutes.
- Collaborate with senior management to ensure project budgets are prepared and managed accurately.
- Work with Accountant and Program leads to develop annual budget. Additionally, develop fiscal plans and financial goals; monitor appropriate use of funds related to the organization's budget; and serve as financial strategy lead in all budget discussions.

- Ensure and oversee proper segregation of financial duties among the administrative staff.
- Manage investments and monitor cash flow to anticipate routine cash needs.
- Manage and monitor all financial accounts, including checking, savings, CDARS (or similar), investments, and 401(k).
- Foster and maintain healthy banking relationships.
- Prepare and present regular financial presentations (financial dashboard) for CEO, Directors Team, Staff Meetings, and Board of Directors.
- Manage internal budgets for individual projects (currently using Mavenlink software).
- Prepare financial analyses as needed for contract negotiations, special reports & proposals.
- Monitor budget-to-actual variances and provide updates to CEO and Operations Manager.
- Routinely analyze and recommend modifications to billing rates to ensure our organization is staying competitive and able to meet budgets.
- Maintain and communicate billing rates; maintain billing rate tables in Mavenlink.
- Manage financial and other compliance requirements for federal contracts, including maintaining appropriate federal billing rates; and management of any federal audits.

Compliance

- Maintain a documented system of accounting policies and procedures.
- Comply with the 401(k) plan requirements.
- Coordinate the provision of information to external auditors for the annual audit and Form 990.
- Comply with local, state, and federal government reporting requirements and tax filings.
- Manage Federal contracting requirements, including calculating and submitting annual indirect rates, and keeping Federal registrations current.
- File annual charitable registrations with various states.
- Identify and obtain insurance requirements.
- Keep NBI information updated at Charity Navigator and Guide Star websites, maintain top-level performance with respective organizations.

Qualifications

Required

- Bachelor's degree in Accounting, Business or a related field.
- Certified Public Accountant or Certified Management Accountant.
- 5+ years financial strategy experience.
- 5+ years accounting experience.
- Knowledge of GAAP requirements and accounting principles.
- Extensive analytical skills and the ability to clearly communicate decisions, recommendations, procedures and processes to a diverse group of people.
- Self-starter with strong organizational skills, with ability to understand overall program objectives and maintain attention to detail.
- Proven success in internal and external relationship management with all levels of expertise from administrative to executive.

- High professional standards and ethics.

Desired

- Masters degree in Accounting, Business or a related field.
- 5+ years nonprofit accounting experience.
- Hands on experience with Federal contracting, indirect rates, invoicing.
- Experience in effectively managing staff.

Details

This position is a full-time, exempt position. NBI's office is in downtown Portland, Oregon and applicants outside the Portland area will be considered, though a local candidate is preferred.

NBI is an equal opportunity employer and is committed to a policy of nondiscrimination on the basis of race, color, religion, national origin, gender, gender expression, age, marital status, sexual orientation, military status and disability in all of our work and activities, including hiring practices. We believe in a positive work/life balance and are committed to our employees' health and well-being. NBI is also committed to championing diversity, equity, and inclusion across all areas of our organization, and have enacted hiring practices to support this commitment.

Additionally, NBI offers the following for this position:

- Salary range: \$75-90K (depending on experience and location)
- Insurance benefits (100% of employee only premiums paid by NBI; new hires are eligible the first of the month after 30 days of employment) include: Medical, vision & dental, Life, AD&D, and Long-Term Disability insurance along with a generous list of other paid and optional benefits.
- 160 hours of accrued PTO (combined vacation and sick for a full year)
- 11 paid holidays
- 401(k) with company and safe-harbor match available the first of the month after three months of employment
- A dynamic, collaborative, and exciting place to work full of passionate and dedicated people all working towards our collective mission!

To apply

Email a cover letter and resume to careers@newbuildings.org.

References and examples of work may be requested later. For more about New Buildings Institute, visit www.newbuildings.org.