

CHIEF FINANCE AND ADMINISTRATION OFFICER

Announcement

Outstanding career opportunity with leading community-based natural resource conservation organization serving the North American West for experienced financial executive. The ideal candidate will have a minimum of five years of experience managing the finance and administration of a high growth non-profit organization. Strong financial management skills, leadership and management, board relations, and integrity, ethics, and strong character that can effectively communicate in a diverse environment and with all members of the organization are a must. We are seeking a team-player with a passion for our work or the desire to learn about and develop a passion for the work of the Sonoran Institute. If you are ready to help make the West great again then keep reading and prepare yourself for an opportunity like no other.

Who we are

Sonoran Institute is one of the West's leading and most innovative environmental organizations. Founded in Tucson in 1990, we are the lead organization for on-the-ground restoration in the Colorado River Delta, are leading the charge for the restoration of the Santa Cruz River, and are working on innovative approaches to increase renewable energy generation and promote smart growth. We celebrated our 25th Anniversary in 2015 and are in the midst of a robust marketing and fundraising effort to support the launch of our 2040 Vision.

The Finance and Administration departments of the Sonoran Institute support the organization by ensuring that the mission and vision of the organization are realized and supported. The departments are responsible for collecting, recording and reporting on all the financial transactions and ensuring organizational compliance with all accounting principles, internal control procedures and funder regulations. Finance and Administration also ensures that Sonoran Institute has the resources and funds to carry out the Institute's mission and vision.

General Overview

The Chief Finance and Administration Officer (CFAO) is responsible for all financial matters of the Sonoran Institute. The CFAO reports to and works closely with the Chief Executive Officer (CEO). In addition, the position partners with the Senior Director of Programs, Program Directors and the board of directors to develop and implement strategies across the organization. The CFAO oversees all compliance and recognition for government (federal and state) contracts and private grants, and safeguards the assets of the Institute.

The CFAO will define the process and implement systems needed to support the Sonoran Institute's growth. This position is responsible for building and managing effective and streamlined administrative and financial systems, including financial forecasting, accounting services, budgeting and expense reporting, legal, information technology, human resources, and physical infrastructure.

The CFAO will be involved in strategic planning, evaluation, and professional development initiatives, as well as planning for the Sonoran Institute's expansion. As the managing authority for financial, human resources, communications and information technology procedures, the CFAO will also interact with program staff to ensure understanding and compliance in these matters.

Key Responsibilities

- Review and approve preparation and finalization of monthly and annual financial reporting materials and metrics.
- Oversee budgeting, financial forecasting, and cash flow for administration, existing programs, and proposed new projects and programs.
- Coordinate all audit activities; coordinate IT needs with third party.
- Serve as a business partner to the CEO on the organization's financial, budgeting, and administrative processes – including HR, payroll, and benefits functions
- Serve as a primary staff liaison to the Board of Directors (BOD) and subcommittees on all financial related matters, prepare and present reports to the BOD.
- Responsible for fixed assets, bank reconciliations, and month end; serve as external representative for financial matters related to the organization.

Education & Experience

- Five to eight years of professional experience, including managing the finance and administration of a high-growth organization (preference given to nonprofit experience).
- Experience creating and driving the analytic framework for planning and managing organizational change in a highly entrepreneurial organization.
- Bachelor's degree in Business, Management, or Finance.

Required

- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team.
- Demonstrated experience in financial management and accounting, ideally in the nonprofit sector.
- Experience should include legal, audit, compliance, budget, information technology and human resources.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- Proven effectiveness leading professionals in finance, human resources, and information technology.
- Technologically savvy, with an ability to point to examples of having worked with IT staff to develop and implement new processes and systems that increased efficiency in a fast-moving environment.
- Flexible and a self-starter; able to multi-task while also being highly detail-oriented.
- Personal qualities of integrity and credibility.
- Demonstrated ability to manage multiple projects simultaneously and effectively lead teams of staff on a variety of activities.
- Experienced in working with non-profit boards of directors.
- Knowledge of Microsoft Word Processing, accounting software (preferable SAGE MIP/ Abila), spreadsheet software and familiarity with contact-based databases.
- A commitment to natural resource conservation.
- Current, valid driver's license – occasional travel.

Desired

- MBA
- CPA license
- Bi-lingual – English/Spanish

What Sonoran Institute Offers Employees

We offer our employees a comprehensive benefits program that includes: employee only medical 100% paid, dental base plan 100% paid, employer paid life and LTD, flexible spending account, retirement plan with employer match, paid holidays, paid time off (20 days first year), and also voluntary vision, STD, and life insurance.

This position will be located at Sonoran Institute's downtown Tucson headquarters, a modern workspace in the heart of Tucson's revitalized core about 2 miles from the University of Arizona Main Campus. Our location offers excellent access to the modern street car and secure bike parking.

How to Apply

Please submit cover letter and resume to careers@sonoraninstitute.org.