



WORLD  
FORESTRY  
CENTER

## Finance Manager

World Forestry Center (WFC), a non-profit 501(c)(3) organization located in Portland's Washington Park, is dedicated to teaching about the world's forests and trees and environmental sustainability.

### Position Overview

The Finance Manager is responsible for managing the financial health of the organization and ensuring the efficient financial administration of duties. The position oversees all financial activities such as planning, directing, and controlling operational accounting functions. This position requires a strong background in accounting principles and financial analysis practices. This position reports to the Managing Director.

### Responsibilities

#### Financial Management:

- Develops and maintains the organization's financial systems, policies, and procedures.
- Oversees and performs the duties of the day-to-day accounting operations, including accounts payable and receivable, payroll, and general ledger.
- Ensures accurate and timely preparation of financial reports, budgets, and financial statements.
- Monitors and analyzes financial performance, identifies areas for improvement, and provides recommendations to senior management.
- Coordinates with external auditors for annual audits and with CPA for tax filings.
- Develops internal control guidelines and practices to ensure sound financial operations for the organization.

#### Budgeting and Grant Management:

- Collaborates with program managers to develop and monitor project budgets.
- Prepares grant budgets, financial reports, and reimbursement requests for funding agencies.
- Ensures compliance with grant requirements and timely submission of financial documentation.

#### Compliance and Reporting:

- Ensures compliance with relevant accounting standards, regulations, and nonprofit governance best practices.
- Prepares and submits required reports to regulatory agencies and funding partners.
- Assists in the preparation of the annual budget and financial forecasts.

#### Cross-Functional Collaboration:

- Collaborates with other departments to provide financial guidance, support, and analysis for programmatic activities.
- Works closely with executive team to develop strategic financial goals aligned with the organization's mission and objectives.

## **Qualifications**

- Bachelor's degree in accounting or finance required.
- Minimum of 5 years relevant experience in accounting, preferably in the non-profit sector.
- Solid knowledge of generally accepted accounting principles (GAAP), financial analysis, budgeting, and grant management required.
- Must be proficient in accounting software, primarily Blackbaud, and MS Office Suite, with advanced Excel Skills.
- Requires excellent analytical and problem-solving skills, along with attention to detail.
- Strong organizational and time management skills, with the ability to prioritize and meet deadlines a must.
- Effective communication and interpersonal skills, with the ability to collaborate and build relationships with internal and external stakeholders required.
- Must have high ethical standards and a commitment to the organization's mission and values.

## **Application Instructions**

Please email a cover letter and resume in PDF format to Sue Hildick, [shildick@worldforestry.org](mailto:shildick@worldforestry.org).

*WFC offers a competitive salary and a full benefits package. Compensation is commensurate with experience. WFC reserves the right to add or change duties at any time. World Forestry Center is an equal opportunity employer and does not discriminate in its selection of candidates for employment based on race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations.*