



## **Director of Finance**

Nest is a non-profit supporting the responsible growth and creative engagement of the artisan and maker economy to build a world of greater gender equity and economic inclusion. Through a suite of holistic programming, Nest is reimagining the future of work and advocating for the interests of overlooked artisan and maker businesses to advance gender equity and deepen economic inclusion for women and vulnerable populations in the United States and around the world. Nest supports over 2,000 micro and small businesses as they develop their operations to access meaningful market opportunities and achieve long-term success.

Nest's Director of Finance reports to the Chief Financial Officer, and will oversee the financial health of the organization, managing budgets, financial reporting, compliance, and supporting office management and organization-wide technology use. This role will ensure financial resources are used effectively and in accordance with the organization's mission, while adhering to non-profit accounting standards. This role is crucial for maintaining the organization's financial stability and supporting its overall mission.

### **Major roles and responsibilities include:**

#### **Financial Management & Reporting**

- Assist the organization through an ongoing transition in financial reporting and serve as point person for the Sage Intacct platform
  - Bring expertise of the Sage Intacct platform to develop efficient and clear reports and dashboards for use across the organization
  - Assess the current state of Sage Intacct utilization for process improvement
- Lead financial reporting including but not limited to overseeing the organization's annual audit
  - Present financial reports in a timely manner
  - Communicate monthly and annual financial statements to the Board Finance Committee
  - Update grant reporting tracker inclusive of assets released from restrictions
  - Oversee reporting on the organization's earned revenue streams including monitoring and reporting on deferred revenue estimates
  - Coordinate and lead the annual audit and tax return process liaising with external auditors, Chief Officers and the Finance Committee
  - Maintain a system of control over accounting transactions and internal procedures
  - Manage State Charitable Registrations and Corporate Foreign Registrations with outside contractor

#### **Budgeting & Forecasting**

- Support the creation and maintenance of our Annual Operating Budget
  - Assist with annual budget creation, working closely with the CFO and the Finance Committee
  - Oversee PT Bookkeeper in accounting for all organization revenue and expenses in a timely manner, mapping to the approved organizational budget
  - Manage organizational cash flow and monthly budgetary forecasting on a regular basis

## **Payroll, Accounts Payable and Accounts Receivable**

- Oversee all Payroll, Accounts Payable, Accounts Receivable
  - Manage payroll systems for the organization
  - Manage all invoicing, in coordination with the Partnerships team
  - Approve all outgoing payments
  - Manage annual required tax filings, including Vendor/Contractor 1099 returns
  - Maintain files for contractor and service contracts
  - Reconcile SEP contribution with payroll and ensure SEP contributions are processed quarterly
  - Act as the Liaison between Nest and Insurance providers for corporate policies

## **Grant Management & Revenue Support**

- Prepare materials used with Partnerships team and Programming team to perform monthly budget reviews, and integrate grant and earned revenue tracking actuals into budget reviews
- Assist implementation team in creation of project-specific budgets for programs and restricted grants

## **Team Leadership & Systems**

- Manage and mentor a small Finance team to ensure efficient and effective financial operations
- Plan and help lead quarterly meetings with the Finance Committee of the Board of Trustees alongside of Nest's CFO
- Update and implement all necessary business policies and accounting practices (including migrating into an online accounting system, maintaining a chart of accounts in Nest's systems, ensuring Nest's Financials are updated on Nest's website)
- Liaise with the Bank as well as our Investment Team
- Oversee the organizations Charitable and Corporate registrations process, managed by Labyrinth, an external provider

## **Required Qualifications:**

- BS/BA or Masters Degree (or equivalent work or educational experience) in Business, Marketing, Communications or similar field
- Expert user of Sage Intacct accounting software, preferably the Nonprofit version
- Extensive experience with nonprofit accounting requirements; understanding proper revenue recognition rules, restricted grant management, management of annual audits
- Strong ability to effectively prioritize and manage time to address multiple responsibilities in a fast-paced, dynamic environment
- Metrics-driven and analytical; proven ability to prioritize, drive, and achieve results through self and others under time pressure
- Excellent people skills to interact with staff, colleagues, cross-functional teams, and partners and to effectively manage direct reports
- Experience collaborating with, and presenting to, Executive Leadership and Board Committees

## **Salary and Benefits:**

Nest embraces a philosophy of transparency and equity in its compensation-setting practices. Based on a comprehensive review of NGO payment trends, the organization has determined that a Director-level role will have a salary band of \$93,600 to \$109,200 for a US-based employee. If the candidate is not a US citizen and working remotely in the US, the candidate must have an Employment Authorization Document (EAD) with accompanying Visa to be eligible for the role.

To ensure fairness and equity in the hiring and salary setting process, salaries are not dependent on employee location but rather a myriad of factors based on published salary ranges and the employee's training, experience, performance, and proficiency, among other factors. Nest maintains a zero-negotiation policy to ensure equity-based salaries are consistently applied. Through the organization's performance management processes, there will be opportunities for compensation increases/bonuses based on both Cost of Labor adjustments and merit-based increases.

Additionally, Nest provides an annual additional contribution of 10% of your salary directly into a SEP IRA retirement account on your behalf, with no match required. For full time employees, Nest provides full medical insurance coverage (medical, dental, vision) and covers 50% of dependents. One vacation day is accrued each month (annual total of 12 days) plus additional PTO days, including holidays and a one-week winter break at the end of December through New Year's Day. All travel costs, when required and approved by the organization, will be covered by Nest.

### **Instructions for Applying**

Nest is dedicated to providing equal employment opportunities to all individuals based on job related qualities and ability to perform a job, without regard to age, sex, gender identity or gender expression, sexual orientation, parental or marital status, race, national origin or ancestry, genetics, natural or protective hairstyles worn, veteran or active military status, religion or religious expression, visible disability, invisible disability, neurodiversity, psychiatric diagnosis, or other protected class.

To be considered, please send your resume and cover letter to [chris@buildanest.org](mailto:chris@buildanest.org) and we will send instructions for completing your application. The subject line should include your name and the position title.