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## POSITION DESCRIPTION

### ***Finance and Operations, Manager***

#### **NIA TERO**

Nia Tero is a new foundation established in 2017 with the mission to secure indigenous guardianship of vital ecosystems. We believe that if place-anchored people are thriving, the places that are key for all humanity will thrive as well. For this reason, we seek to work with indigenous peoples and local communities that share a collective territory. Specifically, we seek partners with a vision for the future that maintains living connections to place and culture and sustains inter-generational anchoring in remarkable ecosystems. We aim to partner with them in the long term to support their work towards accomplishing their vision. Nia Tero is in a start-up phase seeking candidates who thrive in a dynamic environment and are flexible as the organization grows and scales

#### **SUMMARY**

The Finance and Operations Manager will lead Nia Tero's accounting and day to day financial management, auditing & compliance, reporting and analysis, contract management, HR benefit management. This role will also support the Director with other Operations functions such as hiring, organizational risk management, grants and financial planning. This position will supervise a contract accountant, as well as manage the relationship with our services contracts for payroll, benefits, insurance, and administration. The Finance and Operations Manager must abide by all Human Resources principles and objectives, including confidentiality, at all times.

#### **KEY RESPONSIBILITIES**

- **Accounting and Day to Day Financial Management**
  - Supervise contract accountant to perform following:
    - *Enter all transactions into financial software*
    - *Set up vendors, collect W-8 and W-9 forms.*
    - *Enter wires/bills in Bank of America*
    - *Prepare invoices*
    - *Review standard expense reports*
    - *Reconcile bank accounts, credit cards, advances*
    - *Maintain official files and ensure that transactions are properly supported.*
    - *Prepare other schedules/analysis as needed*
  - Process bimonthly payroll and review tax filings
  - Approve all payments under \$5,000
  - Manage corporate credit cards
  - Lead development and ongoing updates of Financial Manual
- **Reporting, Budget and Analysis**
  - Assist with the development and ongoing updates of the annual budget
  - Review and analyze monthly reports, highlight issues as needed
  - Draft financial statements for Executive Team and Board
  - Develop spreadsheet and track investments

- Assist with the development and management of reports in Salesforce (CRM) and Foundation Connect (Grants System)
- **Auditing and Compliance**
  - Track all nonprofit compliance reports, due dates, and filing status
  - Lead 990 Preparation in coordination with CPAs
  - Lead Audits/Financial Reviews
  - Manage organization insurance and relationship with insurance broker
  - Lead regulatory compliance and screenings
- **Contract Management**
  - Refine scope of work and budget with program staff
  - Draft Contracts and Travel Agreements (with Administrative Associates)
  - Coordinate signature and official forms.
  - Manage payments, end dates and amendment process.
  - Track compliance and documentation.
- **HR Compliance and Benefit Management**
  - Benefit Management including employee communications, renewals and broker relationship
  - Manage employee onboarding
  - Manage 401K communication with staff, relationship with service provider, and filings

#### **PEOPLE AND RESOURCE MANAGEMENT RESPONSIBILITIES**

This position will initially supervise a contract accountant and manage relationships with key service providers. This position will highlight spending and compliance issues and have access to Nia Tero's bank accounts, financial files, and HR files, so discretion is required.

#### **QUALIFICATIONS**

##### **Required:**

##### Education and experience

- Bachelor's or Associate's degree in accounting or finance or equivalent work experience.
- 5 or more years' experience in an accounting- or finance-related position with increasing scope of responsibility.
- Up-to-date knowledge of current accounting and HR regulations.
- Experience with nonprofit and GAAP accounting principles.

*\*A combination of education, training, and experience which has provided theoretical and practical knowledge will be evaluated for equivalency.*

##### Skills and abilities (including languages and software)

- Strong organizational, time management and project management skills. Ability to manage multiple and varied tasks in a fast-paced, high-volume regulated environment, highly proficient organizational skills and keen attention to detail.
- Strong analytical skills, with an ability to troubleshoot, problem-solve and effectively and efficiently make decisions.

- Improves the company’s overall effectiveness by developing and implementing solutions and applying continuous improvement practices to increase efficiency and reduce costs.
- Ensure ethical conduct at all times. Act with integrity and honesty, abide by all HR principles and objectives including confidentiality, projecting a positive impression of the company and maintaining a respectful atmosphere.
- Excels at working within team. Is patient and objective in difficult situations with different types of people and cultures.
- Strong communication skills with external and internal personnel to include: active listening; articulating clearly and confidently, facilitate positive, timely, and appropriate communication amongst team members.
- Continue own education by staying informed of industry trends, learning new skills and sharing relevant information with others
- Working knowledge of QuickBooks or similar accounting software.
- Advance skills in Excel and other related reporting software
- Ability to visualize and design charts, graphs and other financial models

**Ideal:**

- Working knowledge of Spanish or French.
- Experience with start-up cultures.
- Experience with public accounting.

**WORKING CONDITIONS AND TRAVEL**

This position is based in Seattle, WA.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Visually or otherwise identify, observe and assess distance, color and depth; Required to regularly communicate with others and exchange accurate information.
- Able to operate a computer and other office productivity equipment; able to remain stationary at a computer for extended periods of time and move around his/her assigned work space.
- Occasional day and night domestic travel and some international travel is a potential (up to 10%)

**HOW TO APPLY:**

If interested in this role, please email cover letter and resume to [jobs@niatero.org](mailto:jobs@niatero.org).

<b>Department:</b>	<b>Operations</b>	<b>Reports to:</b>	<b>Director of Operations</b>
<b>Direct Reports:</b>	Contract Accountant		
<b>Assignment Category:</b>	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part Time		
<b>Classification:</b>	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt / <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salary		