

Position Title: Finance Director (FD), U.S. Endowment for Forestry and Communities
Supervisors Position/Title: Chief Financial Officer (CFO)
<p>Summary Statement:</p> <p>The FD reports to the CFO in a lean-staffed organization where each position plays multiple roles. Works directly with the CFO and the Legal/Compliance Director to support all other team members in an organization seeking to effect positive change at the nexus of working forests and forest-rich communities. Primary responsibilities will be financial accounting, program analysis and administration of Federal and private awards.</p>
<p>Essential Duties & Responsibilities:</p> <ul style="list-style-type: none"> • 20% Financial accounting: Receivables, payables, GL, investment and budget • 50% Administration, compliance and reporting of Federal and private awards • 10% Program budgeting, analysis and reporting to support Program Officers • 10% Preparation of audit documentation and compliance to result in unmodified opinions and findings: GAAP, GASB , IC and Federal compliance • 5% Work across entire organization, but especially accounting and awards management system, to ensure operating efficiencies • 5% Ensure that organization and team are successful
<p>REQUIRED Minimum Knowledge, Skills, Education/Training and Experience:</p> <ul style="list-style-type: none"> • Master’s or Bachelors’ Degree in Accounting, Finance or Business Administration • 5+ years experience in a related position • Strong work ethic and team player in a small organization • Competent with Microsoft Office, Excel and Financial Software
<p>PREFERRED Knowledge, Skills, Education/Training and Experience:</p> <ul style="list-style-type: none"> • Non-profit experience in a high-performance organization • Experience with Federal award applications, reporting, and reimbursement, compliance and GASB/OMB audit requirements
<p>Location:</p> <p>Endowment Headquarters in Greenville, S.C. Located in upstate South Carolina in the foothills of the</p>

Blue Ridge Mountains, Greenville has a nationally-recognized reinvented downtown, a vibrant arts community, nearby universities, affordable real estate, and strong neighborhoods.

Salary and Benefits:

- Salary for the ED position is competitive and commensurate with experience.
- The Endowment offers a full slate of benefits including group healthcare options, HSA contributions, retirement plans with employer contributions, and generous vacation and holidays.

How to Apply:

Send cover letter summarizing aspirations, skills, and experience with resume and 3 references to signe@usendowment.org. **Materials must be received not later than November 15, 2016.** The desired candidate will be identified not later than December 15, 2016.

About the Endowment:

The U.S. Endowment for Forestry & Communities, Inc. (Endowment) is a not-for-profit corporation established September 21, 2006, at the request of the governments of the United States and Canada in accordance with the terms of the Softwood Lumber Agreement (SLA) between the two countries. The Endowment is one of three entities designated to share in a one-time infusion of funds to support "meritorious initiatives" in the U.S. It has been endowed with \$200 million under the terms of the SLA.

Mission: The Endowment works collaboratively with partners in the public and private sectors to advance systemic, transformative and sustainable change for the health and vitality of the nation's working forests and forest-reliant communities.

The Endowment is an Equal Opportunity Employer and selects employees regardless of age, sex, disability, race, color, religion, national origin, or military service. We adhere to all Federal Laws with respect to the aforementioned characteristics in practices of hiring, promotions, layoffs, salaries, and termination.