



## Job Announcement

**Controller (part-time)**

**Reports to: COO/CFO | Location: Portland, Oregon**

### About Sustainable Northwest

Sustainable Northwest (SNW), [Sustainablenorthwest.org](http://Sustainablenorthwest.org), is a conservation non-profit working at the intersection of economy, environment, and community. Our mission is to bring people, ideas, and innovation together so that nature, local economies, and rural communities can thrive. Since 1994, we have brought people together across the West to find natural resource solutions that work for people and nature. Our core areas of work are forests and rangelands, water, and energy. We provide expertise in governance and capacity building, policy and government affairs, and markets and finance. We envision a prosperous, low-carbon Northwest where rural working lands supply sustainably produced goods and services to urban markets, supporting healthy natural systems and strong communities.

### Job Responsibilities

We are seeking an individual to join a smart, dynamic and passionate team. This individual will serve as Controller for Sustainable Northwest, reporting to the Chief Operating Officer / Chief Financial Officer. The individual will provide finance and accounting leadership in these key areas:

- Oversee all accounts, ledgers and reporting systems ensuring compliance with GAAP standards and regulatory requirements
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures
- Coordinate audit activity
- Consistently analyze financial data and present financial reports (organizational, program and grants) in an accurate and timely manner. Produce monthly grant and contract reporting for staff
- Oversee all financial project/program and grants accounting; ensure expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate and foundation grants
- Manage organizational cash flow forecasting by working with CFO and staff; continuously collaborate to assess financial efficacy of program operations and establish finance and administrative systems to support program operations
- Monitor progress and changes and keep senior leadership abreast of SNW financial status
- Assist leadership in annual budgeting and planning process; review financial plans and compare to actual results with view to explain and correct variances as appropriate
- Support the CFO in engaging the Board's finance committees around issues and trends in financial operating models and delivery
- Manage and track performance of invested assets
- Partner with CFO to strengthen and support internal communication with SNW staff
- Assist staff with preparation of financial reports for grant proposals and reporting
- Prepare billing and invoices for approval and signing

## **Qualifications**

This is a fantastic opportunity for a mature leader with seven to ten years of accounting and finance experience. S/he will have experience in a complex non-profit with multiple programs. Specific requirements:

- Personal qualities of integrity, credibility and commitment to Sustainable Northwest's mission
- Hands-on strategic thinker who will own, in partnership with the CFO and Operations/Finance Associate, the responsibility for finance
- An eagerness to help implement systems to further improve financial processes; while also possessing keen analytical, organizational and problem-solving skills to interpret data as opposed to simply reporting.
- A track record in grants management compliance and reporting of government, corporate and foundation grants. Aptitude in Sage software platforms, preferably MIP funds accounting.
- Knowledge of GAAP standards and regulatory requirements.
- Minimum BA; CPA and/or MBA preferred.
- Desirable: experience with fiscal administration of federal contracts.

## **Compensation and Benefits**

This is an exempt, part-time position. Salary is highly competitive and commensurate with skills and experience. Sustainable Northwest offers paid time off, paid holidays, and sick leave; and pre-tax Cafeteria plans for transit, medical and dependent costs. Other benefits are negotiable. We are a flexible workplace and collaborative team culture; some remote work is possible.

## **Equal Opportunity Employer**

Sustainable Northwest is an equal opportunity employer and does not discriminate on the basis of an applicant's or employee's race, color, religion, national origin, sex, age, disability, veteran or marital status, citizenship, sexual orientation, gender identity or any other legally protected status entitled to protection under federal, state or local anti-discrimination laws.

## **To Apply**

Please send cover letter and resume demonstrating how your experience and qualifications meet the job responsibilities and qualifications we seek. Address your application to Sarah Hall, COO/CFO, at [shall@sustainablenorthwest.org](mailto:shall@sustainablenorthwest.org) or 1130 SW Morrison St., Suite 510, Portland, Oregon, 97205-2216.

No phone calls please.