



## Finance Operations Director

**APPLICATION DEADLINE:** December 23rd, 2021 or until filled

Send resume and cover letter to [jobs@pugetsoundsage.org](mailto:jobs@pugetsoundsage.org); Subject: Finance Ops Director.

Questions can be addressed to Christina Shimizu, Co-Executive Director of Operations & Development, at [chrissy@pugetsoundsage.org](mailto:chrissy@pugetsoundsage.org)

### **ABOUT PUGET SOUND SAGE & SAGE LEADERS**

Puget Sound Sage charts a path to a living economy in the South Salish Sea and Duwamish River Valley (greater Seattle) regions by developing community power to influence, lead, and govern. We ground our policies in community-based research with people and organizations serving BIPOC workers, their families and communities. Through the power of coalitions centering impacted communities, we have advocated for and passed some of our region's most exciting policies that promote climate justice, good jobs and equitable development in low-wage and people of color communities. Our campaigns and theory of change are rooted in racial justice, which for us means working for Black liberation and in solidarity with Indigenous communities as we collectively build power in our region.

Our family of organizations includes Puget Sound Sage (501c3) and Sage Leaders (501c4), an affiliated organization that cultivates deep democracy in Washington state by developing Black, Indigenous and People of Color community leaders for civic and elected leadership. We are a staff of 17, based in Seattle's Chinatown/International District.

### **ABOUT THE POSITION**

Sage seeks an experienced nonprofit finance professional to lead finance and compliance systems management at Puget Sound Sage and Sage Leaders. This role is best suited for an experienced finance manager who thrives in a collaborative environment. This role is a full-time, exempt, non-union-represented position. This role will report to the Co-Executive Director of Operations & Development, and will supervisor 1 FTE position (Sage's Technology & Database Coordinator) and any finance contractors we work with.

### **PRIMARY RESPONSIBILITIES**

#### **Finance Management (60%)**

The Finance Operations Director is responsible for accurate financial data and building quality financial systems to support financial management in the organization.

- Maintain systems for tracking and coordinating financial data in/between Sage's accounting database (QuickBooks Online), payroll database (Gusto), and CRM database (EveryAction)
- Monitor and report cash flow and financial trends to Executive Leadership, program leads, and board members
- Partner with the Co-Executive Directors to support the annual organizational budgeting and re-forecasting processes for sound organizational finance management
- Maintain quality internal controls and accounts payable/receivable policies and practices
- Work closely with the Development Director and Co-Executive Directors to address financial concerns and streamline organization-wide finance management
- Maintain relationships and accounts with our financial institutions.

### **Operations & Organizational Compliance (30%)**

The Finance Operations Director will work in partnership with the Co-Executive Director of Operations and Development to oversee all aspects of the organization's facilities and Information Technology (IT) infrastructure, as well as maintain and improve systems that keep our family of organizations in compliance of applicable legal requirements as 501c3 and 501c4 organizations.

- Supervise the Technology & Database Coordinator and provide support the in their professional development and growth
- In partnership with the Co-Executive Director and Technology & Database Coordinator, develop an annual Operations & Technology work plan
- Work closely with the Co-Executive Directors and Development Director to maintain fiscal compliance between our c3 and c4 organizations
- Work with staff to complete quarterly and annual lobbying requirements
- In partnership with the HR Program Manager, support compliance of local, state, and federal tax code and payroll reporting

### **Team Participation and Other Responsibilities (10%)**

- Participate in weekly staff meetings, semi-annual team retreats, racial justice transformation work, and other organization-wide development
- Stay up-to-date on personal operations tasks (your own timesheets, expense requests, lobbying reporting, evaluations, etc.)
- Actively grow personal professional development, in collaboration with supervisor and teammates

## **QUALIFICATIONS**

### **Experience**

- Experience in a Director level organizational leadership role
- 4+ years of experience in nonprofit (501c3 and/or 501c4) finance or accounting
- Experience building, maintaining, and improving financial tracking systems
- Management experience, especially as it relates to supporting a person or team in assessing priorities and navigating workload
- Experience working collaboratively with persons of diverse racial and ethnic backgrounds, languages, socioeconomic status, age, abilities, gender identities and sexual orientation

### **Skills, Knowledge, and Values**

- Demonstrated commitment to anti-racist, intersectional social justice work including knowledge and familiarity of equity frameworks and the capacity to lead within such a framework
- Demonstrated expertise with QuickBooks (either Desktop or Online) and/or other Intuit software products
- High demonstrated skill in Microsoft Excel, including ability to use Pivot Tables, VLOOKUP, SUMIF functions, etc.
- Ability to assess finance and operations systems for efficacy and social equity
- Experience leading technology or database support a plus

## **COMPENSATION**

This is a full-time, exempt, benefits-eligible, non-union-represented position. The starting salary for this position is \$75,000 - \$80,000. Family health benefits available at up to 93% employer-paid, retirement contribution after six months of employment with no employee match required, generous vacation and personal time, transit pass, and \$1,000 annual allocation for Professional Development per staff person.

## **TO APPLY**

To apply, email resume and cover letter to [jobs@pugetsoundsage.org](mailto:jobs@pugetsoundsage.org). Please use "Finance Ops Director" as the subject line, and in your cover letter briefly describe your motivation and passion for the position. In the

body of your email, please let us know how you found out about the position, and label all submitted materials with your first and last name. This position is open until filled, but priority review will be given to candidates who have submitted their applications by December 23rd. Applications received after that date may be reviewed in a second round. Only applicants who are offered interviews will receive a response. Please note that **interview screening for this position will take place in early January 2022.**

*Puget Sound Sage is committed to hiring and advancing personnel with an explicit regard to advance women, Black people, Indigenous people, people of color, immigrants, LGBTQIA people, and other people from traditionally underrepresented communities. Further, we are committed to working with allied organizations which do the same.*