



Institute for Applied Ecology

Dedicated to native ecosystem conservation, research, and education
4950 SW Hout Street, Corvallis OR 97333

Chief Financial Officer

The Institute for Applied Ecology is hiring a full-time Chief Financial Officer!

Projected start date: April 1, 2024

Location/Hours: Corvallis, OR, hybrid. Typical schedule is 8:30am-5pm, M-F. Infrequent overnight travel.

Compensation: \$110,000-\$115,000 plus generous benefits package that includes health insurance, retirement match, life, AD&D and LTD insurance.

Deadline to apply: 5PM, January 15, 2024, applications reviewed upon receipt, open until filled

About IAE

The [Institute for Applied Ecology](#) (IAE) is a dynamic nonprofit organization founded in 1999 whose mission is to conserve native species and habitats through restoration, research and education. We fill a unique niche among nonprofits and work with a diverse group of partners including federal, state and county agencies and municipalities to accomplish our mission. We maintain an open and convivial office environment with approximately 40 regular staff in our main office in Corvallis, OR and field office in Santa Fe, NM, plus approximately 50 seasonal staff across many Western states. Our annual budget is \$6.5M and growing rapidly. We are committed to diversity and equity in our workplace and the communities we serve. Please see our [mission and diversity statements](#).

Chief Financial Officer

The Chief Financial Officer (CFO) reports to the Executive Director and has primary responsibility to oversee and direct financial and accounting activities in support of the organization. The CFO ensures sound financial management that supports organizational growth and financial stability. The CFO ensures organizational compliance with relevant laws and tax obligations and works with the Deputy Director and Executive Director to manage organizational risks and liabilities. The CFO partners with the Development staff to identify, establish, and maintain funds. The CFO partners with the Program Directors to ensure proper recording and auditing of grant and contract funding that advance the organization's strategic goals. The CFO engages in diversity, equity and inclusion trainings and professional growth opportunities offered by the organization.

The CFO is a team player, an active problem-solver, and open to new ideas. A successful candidate can provide both strategic and operational support to the Executive Director and Deputy Director and works collaboratively with other Directors to ensure coordinated management across the organization's functional areas. The CFO also strongly values diversity, equity, and inclusion and works to embed these values across the Finance Department. A successful candidate thrives as part of a team that values integrity, open and direct communication, vulnerability, and empathy.

Principal Accountabilities:

- Develop and monitor the implementation of long-range financial plans in conjunction with the Executive Director, Deputy Director and the Board Finance Committee, including setting targets for organizational growth
- Develop and maintain internal financial-management policies and procedures, performance measures, and dashboards

- Develop and maintain strong working relationship with the Board
- As a member of the IAE leadership team, develop, present, and secure Board approval for strategic organizational initiatives
- Ensure compliance with all applicable financial, accounting, legal, and regulatory requirements and best-practice standards; ensure a system of strong internal controls
- Prepare monthly and quarterly financial statements and financial analysis; complete all monthly/quarterly reconciliation of bank, credit card and investment accounts
- Oversee annual single audit and serve as primary point of contact for outside CPA firm
- Oversee the Accounts Receivable, Accounts Payable, and Payroll functions to ensure best practice and compliance with all applicable legal and regulatory standards
- Oversee organizational budgeting and reporting, prepare annual budgets and routine expenditure reports
- Develop and submit the annual Negotiated Indirect Cost Rate Agreement proposals and annual reports
- Oversee functioning and relationship with accounting software provider (QuickBooks)
- Supervise and develop the Finance Department staff (currently five staff members in addition to the CFO)

Essential Skills and Experience:

The CFO has strong leadership, strategic, and communications skills as related to finance, grant accounting, payroll and general administration. A successful candidate has operational experience and should have the ability to assess the business implications of the organization's operations; to design and execute approaches to meet strategic business opportunities and challenges; and to build support for proposed approaches at the Board level. The candidate also understands, or is willing to develop an understanding of, the unique complexities of an organization receiving restricted funds for operations particularly those from federal funders. The CFO possesses strong analytical skills and practical experience and expertise in financial and accounting policies, practices, and systems. A successful candidate has a demonstrated track record in meeting compliance and best-practice standards for finance and accounting.

The CFO has a bachelor's degree in business or a related field. A master's degree and public accounting experience are preferred. A successful candidate has eight or more years, or the equivalent, of directly relevant work experience at a Director or Chief Financial Officer level in the field of finance preferably with an organization receiving federal funds. Proficiency with financial-management and accounting software systems and programs is required. Understanding of GAAP-basis accounting required.

Reporting to the position are: Accounting Clerk, Accountant I (2), Accountant III, and Senior Accounts Payable/Payroll Clerk II

How to Apply

Please email the following PDF documents to humanresources@appliedeco.org by **5 pm, Monday, January 15, 2024**.

- Cover letter.
- Resume identifying relevant experience.
- Contact information for three references. References will be contacted upon completion of the interview.

If you have any questions or concerns, direct them to humanresources@appliedeco.org and we will get back to you as quickly as possible.

IAE values diversity and equity, and we encourage applications from all groups of people. We recognize that the strength of IAE is in our people, and we believe that every employee has the right to work in surroundings that are free from all forms of unlawful discrimination and harassment. IAE does not and will not discriminate in employment and personnel practices, and our commitment to equal employment opportunity applies to every aspect of the employment relationship.