

**Job Title:** Director of Finance  
**Reports to:** Vice President  
**Salary:** Dependent upon experience & qualifications. Generous benefits.  
**Classification:** Exempt  
**Location:** Corvallis, Oregon  
**Start Date:** This position is immediately available and will remain open until filled.

## Job Scope

The Conservation Biology Institute (CBI) is a growing non-profit organization with 30 highly motivated staff and \$4 million in annual revenues, headquartered in Corvallis, Oregon. Our mission is to provide scientific expertise to support the conservation of biological diversity through applied research, education, planning, and community service to other non-profit organizations, governmental agencies, and private clients worldwide ([www.consbio.org](http://www.consbio.org) & [databasin.org](http://databasin.org)).

CBI is projected to increase our annual revenues in the next several years, and we are looking for a strong **senior-level professional** who displays positive energy and professionalism in a participatory manner. The Director of Finance must be able to work effectively with the CEO, VP, other senior leaders, and staff members at CBI.

The Director of Finance will be responsible for all the financial and accounting tasks at CBI. This will include daily financial operations to financial planning, budgeting, forecasting. This position offers an opportunity for an entrepreneurial, highly personable financial professional who is aligned with our mission and interested in environmental stewardship. The successful candidate will be an experienced, results-oriented individual with an extensive fiscal management track record. Applicants must be able to effectively communicate with the Board of Directors, staff members, and clients.

This position is open to candidates from either the non-profit or private sectors with financial experience with grants, contracts, fund accounting, fee for service projects, and consulting services.

## Essential Duties and Responsibilities

- Overall responsibility to maintain *excellent* financial controls, policies, procedures and reports.
- Oversee the timely and accurate completion of invoicing, A/R and A/P, job cost reports, workload projections, balance sheets and monthly financial reports.
- Manage accounting software (QuickBooks) and provide troubleshooting and staff training.
- Oversee payroll and applicable deductions, including time tracking, PTO accrual, and retirement plan.
- Manage bank and investment accounts; ensure adequate cash flow and financial reserves.
- Oversee bookkeeping functions, including processing expense reports, bank reconciliations, petty cash, checking account, etc.
- Develop and monitor annual budgets; assist in preparation of project budgets.
- Provide financial data for proposal budgets, grant requests, grant budgets, and annual reports. Help ensure consistency in billing rates, overhead calculations, and other financial data provided to others.
- Work with an external CPA on the annual audit and preparation of the IRS 990.
- Assist the President, Vice President, Chief Project Officer, Board of Directors, and others, in developing and executing strategic plans, annual operating plans and individual work plans.
- Provide assistance in collecting and analyzing project evaluation data.

- Assist in board meeting preparation and coordination, and provide limited staff support to the board and its committees.
- Partner with human resources and contract administration.
- Coordinate with other senior staff in assuring the smooth and efficient running of the office.
- Provide on-going support to encourage a collaborative teamwork environment.

## **Qualifications**

- Bachelor's degree in Accounting, Finance, and/or Business Administration required. MBA and/or CPA preferred.
- Must have 7 or more years of experience or progressive achievement in the field of financial and accounting management and budgeting expertise.
- Contract management experienced preferred.
- Familiarity with the invoicing requirements of various organizations and agencies including the federal government.
- Experience in assessing and analyzing complex organizational needs or issues and providing organizational development recommendations.
- Must be comfortable operating with a strong level of professionalism as a collaborative member of a shared leadership environment.
- Must be detail oriented and organized in work, able multi-task, and work under pressure to manage priorities and meet deadlines.
- Excellent computer skills and proficiency with QuickBooks.
- Must have strong verbal and written communication skills and a personal presence that inspires and motivates others to promote the mission, vision, and values of the organization.

## **Application Process**

Submit your resume, cover letter, and three references to:

Ms. Pamela Frost, Vice President  
pfrost@consbio.org  
Conservation Biology Institute  
136 SW Washington Avenue, Suite 202  
Corvallis, OR 97333