



## **JOB DESCRIPTION**

*Position:* Director of Finance

*Department:* Management

*Reports to:* COO

*Supervises:* Accounting Department

*Status:* Exempt

*Location:* Salina, KS

## **POSTING DATE**

9/15/2021

### **About The Land Institute:**

The Land Institute co-leads the global movement for perennial, diverse, truly regenerative agriculture at a scale that matches the enormity of the intertwined climate, water, and food security crises. The Land Institute's work, led by a team of plant breeders and ecologists in multiple partnerships worldwide, is focused on developing perennial grains, pulses and oilseed bearing plants to be grown in ecologically intensified, diverse crop mixtures known as perennial polycultures. The Institute's goal is to create an agriculture system that mimics natural systems in order to produce ample food and reduce or eliminate the negative impacts of agriculture. Through transdisciplinary research and collaborations, we build learning communities to help society cross the threshold into diverse, perennial grain agricultures. For more information, please visit [www.landinstitute.org](http://www.landinstitute.org)

### **Position Summary:**

The Director of Finance plays a key role in fulfilling The Land Institute's mission by ensuring that the generosity of our donors and the hard work of our team is met with sound fiscal management. They are a member of the leadership team, oversee the accounting team, and report to the Chief Operating Officer. This position will participate in The Land Institute's decentralized and consultative approach to decision making and problem solving and will engage with the highly collaborative, team-oriented culture of the organization.

The Director of Finance will manage, oversee, and perform duties related to finance and accounting for The Land Institute. This role will maintain and provide financial data and information about all organizational activities that will assist management, the Board of Directors, and program leads in making sound financial decisions about the organization's operations and future growth. This position is responsible for all day-to-day financial matters including managing financial objectives, policies, systems and processes, tax and regulatory requirements, payroll systems and processes and controls including the annual audit. The Director of Finance will lead a small but growing team and collaborate with leadership to produce and manage the annual budget.

### **Responsibilities:**

- Ensures accurate and timely monthly, quarterly, and year-end close in accordance with current accounting standards and best practices in non-profit accounting.
- Provide financial reports and analysis to leadership team and program leads to inform organizational decisions.
- In collaboration with the COO, plan, direct, and oversee the financial matters of The Land Institute in a manner that helps ensure the organization fulfills its mission and objectives while meeting its fiduciary obligations.
- Evaluate current financial operations and modify or redesign where necessary.
- Mentor and develop members of the accounting team, helping to develop their skills and ensure that information is being processed in a timely and quality manner.



- Manage and ensure the accurate and timely completion of all organization audit and tax filings, including a possible transition to single audit.
- Assist in the annual budgeting process and provide budget forecasting throughout the year to guide the leadership team on revenue and expense management.
- Recognize patterns in company spending and revenue and recommend solutions to any problem areas.
- Monitor and review accounting and related system reports for accuracy and completeness. Recommend, develop, and maintain financial databases, computer software systems, and filing systems.
- Lead financial reporting and develop plans to ensure the organization is effectively meeting operating needs and growth objectives.
- Manage or execute day-to-day and month-to-month accounting functions including tracking fixed assets inventory and depreciation schedules, reconciling all accounts including grants, banks and payroll, ensuring operating funds are sufficient, overseeing accounts payable/receivable, processing ACH payments and incoming and outgoing wire transfers.
- Ensure compliance with and documentation of all internal controls processes throughout the organization.
- Manage and/or oversee all accounting related grant management for restricted giving and governmental grants, including reporting to program leads and executive team, coordinating with the fundraising team, expense reports, invoicing, and communications to granting organizations on financial matters.
- Collaborate with Chief Scientist, CIO, COO and program leads to ensure program budgeting and grant reporting is aligned with organizational, program, and grantor intent.
- As a small but growing non-profit our employees wear many hats and assist their colleagues across functions. This position will be expected to perform other duties as requested or assigned.

#### Competencies:

- **Mission Driven:** You are passionate about the mission of The Land Institute to create a diverse, perennial grain agroecosystem that feeds humanity and are interested in aligning your skills and personal genius to benefit this work.
- **Creative Problem Solver:** You excel at strategic thinking, being open to new perspectives and better ways to do things; you are creative, visionary and manage innovation well. You are interested in serving the organizations needs by developing, through a consultative and collaborative approach, novel solutions to organizational challenges.
- **Courage:** You do not retreat or shy away from hard things. You face challenges and conflict with professionalism, grace, and resolve.
- **Inspiring and Inspired:** You are inspired by the people around you, finding and harnessing the genius in your colleagues to meet organizational objective, and you are inspiring to others through example and your own genius applied.
- **Collaborative:** You are a team player first and believe in the power of a diverse collective to solve problems.
- **Growth Mindset:** You have the vulnerability to know what you don't know, admit your flaws, and learn from others to grow and develop yourself and the organization.
- **Sense of Humor:** You have a great depth of knowledge in your area of expertise, but don't take yourself or the world too seriously. You focus on the positive and find humor and awe in every day.



**Position Requirements:**

- Bachelor's degree in accounting, or a bachelor's degree in another field with 5 years of related experience; master's degree preferred.
- Five or more years of experience spent in a senior management role, directly related to managing the finance of a growing organization (preference given to nonprofit experience).
- CPA licensure preferred.
- Strong experience or knowledge of general ledger, accounts payable, accounts receivable, payroll, and banking.
- Strong knowledge of grant processing including federal, state, and local government laws and regulations regarding grant administration preferred.
- Experience supervising employees.
- Strong working knowledge of Microsoft Office suite, QuickBooks, and Financial Edge or other equivalent accounting software required.
- Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team required.

**Environmental and Working Conditions:**

- Prolonged periods of sitting at a desk and working on a computer and phone.
- Work in a general office environment.
- Travel in varying conditions (<15%).

**Compensation and Benefits:**

The Land Institute offers an excellent benefits package and a competitive salary that is commensurate with experience. The salary range for this position is \$90-95k annually.

The Land Institute is an equal opportunity employer and embraces the opportunity to provide employment to qualified individuals regardless of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. We are pleased to provide reasonable accommodations to enable individuals with disabilities to perform the essential functions.