



Position: Sr. Director of Finance & Operations

Reports to: Chief Operating Officer

Location: Colorado or remote work potential for candidates in Washington, Oregon, Vermont, or New Hampshire with a preference for Colorado

FLSA Status: Exempt

Background

Protect Our Winters (POW) is a 501(c)(3) nonprofit that helps passionate outdoor people protect the places we live and the experiences we love from climate change. Founded by pro snowboarder Jeremy Jones in 2007, POW works against climate change by turning passionate outdoor people into effective climate advocates. We are a community of athletes, scientists, creatives, and business leaders advancing non-partisan policies that protect our world today and for future generations.

The Opportunity

POW is seeking an experienced Sr. Director of Finance & Operations to support its budgeting, accounting, reporting, and compliance functions.

As part of the Operations Department, the Sr. Director of Finance & Operations is responsible for overseeing the organization's accounting functions and financial reporting in a controller capacity, while also providing strategic leadership in financial planning, operational efficiency, and cross-departmental collaboration to align resources with the organization's mission and goals. Primary responsibilities will include overseeing POW's finances, including payroll management, supporting benefits administration, budgeting, HR compliance, expense and revenue forecasting and reforecasting, monthly expense and revenue tracking and reporting, and managing bookkeeping, legal, and various operational activities.

As the Sr. Director of Finance & Operations, you will be a strategic thought-partner to POW's COO and Sr. Director of Operations & People. You will be responsible for leading the development and implementation of policies, systems, and processes in key financial and operational areas to support POW's operational excellence and drive POW into the future.

This role requires experience overseeing financial management, implementing operational systems, and ensuring compliance with nonprofit regulations across a diverse and dynamic organization. The ideal candidate will also have additional experience with finance and accounting matters for independent but affiliated non-profit entities such as 501(c)(4) organizations.

The position is currently supported by a CPA firm that provides outsourced accounting services, including the preparation of all financial statements, budget to actual statements, and working with the organization's audit firm.



Description of Responsibilities

Financial Management

- Manage accurate and timely payroll processing across multiple states, including tax withholdings, employer contributions, and payroll integration with HR systems.
- Collaborate with the Sr. Director of Operations & People to advise on and oversee POW's benefits program, including healthcare, retirement, paid time off, leave of absence, and short- and long-term disability.
- Manage the organization's monthly financial and accounting operations, including month-end functions, reconciliations, production of monthly financial statements, budget performance monitoring with department staff, expense reporting, accounts receivable and payables management, etc.
- Regularly manage cash flow, bank balances, and investments in consultation with the COO and advisors.
- Manage the development of POW's annual budget, working with appropriate staff to develop and finalize their departmental/functional budgets.
- Ensure timeliness, accuracy, and usefulness of financial reporting to funders and the leadership team, Finance & Audit Committee, and Board of Directors.
- Lead donor and grant accounting services, such as preparing financial reports for donors, tracking restricted funding, forecasting revenue trends, and processing stock donations.
- Coordinate the annual external audit process and 990 federal tax return preparations.
- Manage staff and contractors delivering operational support related to accounting and finance.
- Maintain and enhance internal controls and financial policies to safeguard assets and ensure sound management.
- Remain up to date on nonprofit best practices, as well as state and federal law regarding nonprofit operations.
- Update and implement all necessary business policies and accounting practices. Enhance and update the organization's financial policies and procedures manual.

Operational Management:

- Oversee legal contractors to ensure organizational compliance.
- Evaluate and implement financial and operational software solutions to improve efficiency.
- Oversight and review of federal and state tax matters and considerations for tax-exempt organizations with legal counsel.
- Assist with compliance with IRS rules and regulations with respect to lobbying and exempt organization conduct.
- Oversee worker's compensation and business insurance.
- Manage POW's 403b retirement plan administration, including enrollment and reporting.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. If you meet more than 75% of the qualifications of this description, we encourage you to apply.

**Required Qualifications:**

- Degree in Business, Accounting, or Finance preferred, with at least six years of nonprofit financial management experience.
- Thorough knowledge of GAAP as it applies to nonprofit organizations, experience with administration of donations and grants, and accounting for restricted revenue sources. Familiarity with IRS regulations for 501(c)(3) organizations.
- Proficiency in spreadsheets, accounting software, online payroll processing, MS Office programs, donor management / CRM software (e.g., Salesforce), and other electronic programs/software related to the tasks being performed (e.g., QuickBooks, Expensify, Bill.com, etc.). Proven experience using technology to improve financial and operational efficiency.
- Experience managing payroll processing, including payroll tax compliance, leave of absence administration, benefits administration, and related reporting across multiple states.
- Experience building budget and revenue forecasts, analyzing financial performance, and reforecasting as needed.
- Strong understanding of nonprofit compliance requirements, including lobbying regulations, donor restrictions, and IRS rules for 501(c)(3) and 501(c)(4) organizations.
- Demonstrated ability to define and track deadlines, progress, and contributions of others and stay on track using project management approaches, and manage multiple projects simultaneously.
- Ability to manage sensitive information in a professional and confidential manner.
- Comprehensive ability to analyze the operations of internal departments and to identify opportunities for cost savings.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Demonstrated ability to guide or mentor staff or contractors in financial and operational roles.

Preferred Qualifications:

- CPA or accounting certification.
- Experience as a financial controller.
- Experience working in a 501(c)(3) and a 501(c)(4) organization.
- Experience working with external contractors, including CPA firms, legal counsel, and benefits administrators.
- Experience managing annual audits, working with external auditors, CPA firms, and legal counsel.
- Familiarity with equitable compensation practices and incorporating diversity, equity, and inclusion principles in financial operations.
- Knowledge and experience in managing, analyzing, and forecasting diverse revenue streams, including individual, corporate, and grant funding.
- Experience negotiating and/or managing contracts.

**Application:**

Applications must be submitted by March 09, 2025.

Please submit a resume and cover letter. Please send all application materials in one email to work@protectourwinters.org with "Sr. Director of Finance & Operations" in the subject line.

The salary range for this role is \$105,000–\$125,000, commensurate with experience. Protect Our Winters offers a generous benefits package including employer-paid healthcare, vision, and dental benefits (100% premiums paid, employee only) as well as a retirement match. Additionally, POW offers sick and holiday time, above-industry-average paid time off, and a family-friendly, flexible work environment.

At POW, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. POW believes that building diversity is critical to the success of a global organization. We seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

Location:

Colorado or remote work potential for candidates in Washington, Oregon, Vermont, or New Hampshire with a preference for Colorado. Unfortunately, POW is not able to accommodate candidates residing in other states at this time.

Transparent Hiring Process

To ensure an equitable hiring process, please note that we do not meet with applicants outside of our formal interview process. The interview process will consist of three rounds of interviews. We aim to move efficiently and remain highly communicative throughout this process, with the goal of extending a formal offer by the end of March 2025 and an ideal start date in early April.