



UNLEASHING THE POWER OF COLLABORATION FOR ENVIRONMENTAL HEALTH AND JUSTICE

Director of Finance

Position Description

POSITION OVERVIEW

Coming Clean is seeking an experienced financial professional to serve as a key member of the non-profit organization's executive team. This position will manage day-to-day financial operations and oversee organizational compliance and best practices for the organization's \$3M budget. The Director of Finance will maintain ownership of the organization's financial department, managing compliance-oriented financial systems, and providing guidance and support to the organization's leadership and staff.

The Director of Finance will report to, and take direction from, the Chief Operating Officer.

RESPONSIBILITIES

I. Day-to-Day Financial Management

- Maintain accounting policies and procedures and a strong internal control environment, ensuring compliance with internal controls, generally accepted accounting practices, and IRS and state regulations.
- Process daily, monthly, and year-end activities including accounts payable/receivable, bank and credit card reconciliations, payroll postings, general ledger, fixed asset tracking and cash, expense, and revenue forecasting.
- Ensure proper booking and documentation for varying income streams including but not limited to restricted grants, individual donations, and the organization's member giving program.
- Tracking income and expense allocations, reporting, and compliance for restricted assets and managing the financial administration of Coming Clean's Model A fiscal sponsor relationship with the Environmental Justice and Health Alliance for Chemical Policy Reform (EJHA).
- Track staff hours and leave and monitor the timely submission of timesheets and credit card expense reports by staff.

- Manage and oversee systems and tools for receiving, processing and recording of expense reports and reimbursement requests from staff, contractors, and members.
- Maintain and update travel expense policies for staff and members according to industry best practice, organizational values alignment and current IRS rules.

II. Financial Leadership & Organizational Compliance

- Lead the annual audit and tax filing from beginning to end, coordinating with the COO, auditors, and acting as a staff liaison to the board audit committee.
- Support annual budgets and budget re-forecasts as necessary, working closely with the COO.
- Create periodic financial reports and budget-to-actual analyses for the COO, Board of Directors, initiative leaders and staff.
- Staff the Board of Directors' audit and finance committees, including attending quarterly Board of Directors meetings and preparing quarterly financial presentations.
- Research and lead state compliance, including registrations, establishing state tax accounts, and maintaining related corporate records. Maintain ongoing compliance in collaboration with HR Manager and third-party specialists as needed.

III. Cross-Departmental Collaboration

- Partner with the Executive Leadership team to guide the organization's overall strategic planning, ensuring department alignment with organizational vision.
- Create financial reports, budgets, and other documents to support fundraising applications, fulfill reporting requirements for 20-25 funders, and to support ongoing development goals.
- Coordinate with the ED and Development department on the individual donation lifecycle.
- Collaborate with the COO, ED, and Operations & HR Manager to ensure effective communication and integration of financial and administrative tasks across departments.

IV. Administrative and Operational Management

- Oversee financial file management and recordkeeping best practices (e.g. naming conventions, file structures) for a fully remote team.
- Process new staff hires in coordination with the Operations & HR Manager and the COO.
- Maintain frequent collaboration with the Operations team to ensure ongoing alignment and mutual support.

- Maintain business relationships with contracted partners including auditors, vendors, and independent contractors, as needed.

GENERAL EXPECTATIONS

- Participate fully in Coming Clean's staff team (including staff meetings and calls, joint planning and work tracking, organization-wide events, and intra-staff communications)
- Complete personal administrative tasks in a timely manner (timesheets, expense reports, reimbursement requests, etc).
- Communicate clearly and reliably as needed via phone, video conference, email, and in person with Coming Clean members, allies, staff, and consultants).
- Pro-actively and constructively raise up challenges and pursue solutions; and be accountable for achieving task deadlines (or modifying those deadlines with adequate notice if necessary).
- Exhibit professional and courteous behavior, polite persistence, and problem-solving skills for routine tasks as well as in urgent situations.
- Ably represent Coming Clean at strategic gatherings and in presentations.
- Act in alignment with Coming Clean's mission, goals and objectives.
- Understand and adhere to the [Coming Clean Principles](#), the [Principles of Environmental Justice](#), the [Jemez Principles for Democratic Organizing](#), and the [Louisville Charter](#).

QUALIFICATIONS

- 4-5 years of prior experience in nonprofit finance roles.
- Experience managing nonprofit audits.
- Experience developing budgets and managing fiscal sponsorships.
- Highly organized, with the ability to prioritize day-to-day tasks with long-term projects, managing multiple deadlines simultaneously while maintaining quality and attention to detail.
- Ability to express evidence-based recommendations to non-finance department heads with confidence.
- Experience developing and implementing policies, using judgement to balance firmness with flexibility, with compliance in mind.

- Maintain an analytical and solutions-oriented mindset, with the ability to research solutions that best serve our organizational structure.
- Ability to thrive in a self-directed work environment and build relationships with team members working remotely.
- Advanced proficiency in Quickbooks and Google Sheets/Microsoft Excel; Proficiency in BILL.com or similar financial tools.
- Ability to travel 2-4 times per year.
- Experience utilizing EveryAction or a similar CRM preferred.
- Experience supervising staff preferred.