

We save land.



We save rivers.

Director of Finance

Job Summary:

The Conservation Foundation (TCF) is seeking a Director of Finance to perform and oversee all financial and administrative tasks for the organization, including human resources functions.

Success in this position will require a commitment to TCF's mission, strong financial acumen, excellent interpersonal skills, attention to detail, and the ability to juggle multiple projects at once.

Reports to: President / CEO

Schedule & Job Location: Full-time, exempt, year-round position based at the McDonald Farm in Naperville; Flexible hours and hybrid work schedule available. Occasional evenings and weekends may be required.

Experience & Qualifications:

- Minimum 5 years of accounting experience with demonstrated knowledge of GAAP, financial reporting, budget management, day to day accounting, and office management. Non-profit experience preferred, but not required
- Ability to establish positive working relationships with internal and external stakeholders (staff, board, vendors, volunteers, etc.), and be a cooperative team player
- Advanced QuickBooks and Excel skills
- Personal connection to the mission of The Conservation Foundation
- Ability to work under pressure and meet deadlines in a professional manner; must be a self-starter and be able to work independently
- Demonstrated project management skills, with attention to detail and follow-up, extremely organized, and the ability to manage many projects simultaneously
- Ability to implement internal controls with the cooperation of colleagues
- Unwavering integrity and judgment
- Persistence, flexibility, sense of humor, and entrepreneurial spirit welcomed

Duties & Responsibilities:

Financial Management

- Maintains accurate financial records; reconciles all accounts and prepares monthly financial statements and sales tax filing
- Deposits all checks and cash in accordance with established procedures; keeps track of account balances, investment balances and cash flow; prepares reports as needed
- Processes bi-monthly payroll using 3rd party payroll service
- Prepares and sends invoices, processes and pays all bills in accordance with established procedures
- Tracks short and long term investments and manages accounts as directed by the Board and/or Finance Committee
- Prepares reports for Finance Committee and Board of Trustees



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Duties & Responsibilities continued:

- Reconciles monthly credit card transactions and maintains and reconciles cash banks
- Prepares organizational budget; working directly with the President/CEO
- Oversees annual audit and provides all required reports and backup paperwork
- Maintains organizational insurance policies, manages and communicates with insurance agents
- Executes financial aspects of real estate transactions
- Ensures compliance with GAAP and continually evaluates and implements professional accounting practices and internal controls

Human Resources

- Recruits, interviews and onboards newly hired staff members; participates in new employee orientation
- Administers all employee fringe benefit insurance policies; evaluates plan options annually and provides recommendations to the President/CEO
- Administers 401(k) employee retirement plan & all required annual filings
- Manage employee recognition program
- Oversees ILUI submissions and provides required documentation to the state

Board of Trustees

- Facilitates Board Finance Committee meetings, supplying agenda and associated reports; Records meeting minutes
- Attends all board meetings and presents organizational financial information
- Coordinates payroll and bank reconciliation audits by Finance Committee members

Management & Administrative Duties

- Manages internship program
- Manages TCF branded clothing
- Maintains banking relationships; ensures they meet fundraising goals
- Manage office supply inventory
- Performs other related duties as assigned

The Conservation Foundation is committed to creating a diverse, equitable and inclusive environment where everyone is valued and belongs. We seek to be an organization where each individual thrives and where unique views, beliefs and perspectives are respected and celebrated.

The Conservation Foundation is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Please email resume and cover letter to:
jobs@theconservationfoundation.org

