



Chief Financial Officer

Location: Silver Spring, MD
Supervisor: President/CEO

Position Overview:

The National Marine Sanctuary Foundation seeks a Chief Financial Officer who possesses strong accounting and analytical skills to oversee financial operations, develop effective financial strategies, guide efforts towards financial stability, monitor all financial activities, ensure compliance with accounting regulations, and maintain good relationships with our donors, vendors, accountants, and auditors. The Chief Financial Officer will be a strategic partner working with the President and CEO, Vice President, Director of Development, and Trustees in developing strategies to increase income to support programs.

Responsibilities:

- Establish and manage the overall finance strategy for the organization, including the building and supervision of the finance team. Reviewing the refining the responsibilities of the accounting staff, including the management of our financial administration (payroll, cash management and treasury functions; preparation of monthly financial statements for the organizational leadership, Finance Committee and Board of Trustees; annual audit and proper filing of tax reports and materials; benefits administration; etc).
- Develops tools and systems to provide critical financial and operational information to the CEO, Executive Team colleagues, and the Board and makes actionable recommendations on both strategy and operations.
- Partners with the CEO to lead annual planning process, establishes organizational objectives and supporting budget, and monitors overall organizational performance.
- Assesses the organization's financial performance against the annual budget and multi-year forecast and the organization's long-term strategy; monitoring expenditures and cash flow.
- Manage funds and financial accounts and associated reporting, including federal SF-425 reports.
- Develop and implement accounting policies, including those that maintain Uniform Guidance (UG) audit compliance for federal awards.
- Work with Grants Manager on financial review of federal award subrecipients.
- Serves as staff liaison to both the Board Finance and Audit Committees.
- Partners with Executive Team colleagues in the development of proposals and business plans that support strategic priorities.
- Selects and engages outside consultants where appropriate (auditors, investment advisors, insurance brokers, service providers, etc.)
- Ensures adequate internal controls and financial procedures for risk prevention for the organization and to safeguard its financial assets; ensures compliance with all legal and regulatory requirements; maintains appropriate insurance coverage.



Qualifications:

- Candidates should have at least a Bachelor's degree in accounting and at least five years' experience in accounting in UG grant-making environment and non-profit financial management, CPA Preferred.
- Knowledge of accounting principles and demonstrated initiative in keeping up with changes in GAAP and federal award policies.
- Experience working with accounting for federal financial assistance awards, including both cooperative agreements and grants, and familiarity with 2 CFR Part 200 and federal award procurement and compliance rules.
- Ability to execute and ensure compliance with all approved organizational policies and procedures, and regularly monitor and help identify when internal policies and procedures require updates.
- Accuracy, attention to detail and excellent organization, required, along with keen ability to notice and troubleshoot potential errors.
- Excellent interpersonal skills and a collaborative work style.
- Excellent verbal and written communication skills.
- Demonstrated commitment to high professional ethical standards and a diverse workplace.
- Financial management experience.
- Strong analytical skills.
- Intacct experience required.
- A sincere interest in, and commitment to, our mission.

Why You Will Love Us:

- Dedicated and passionate staff committed to marine and Great Lakes conservation, and a fun group who takes its work more seriously than we take ourselves.
- Generous leave policy
- Health Benefits: medical, dental, and vision
- Foundation paid disability and life Insurance
- Monthly cell phone reimbursement
- Transportation Benefits
- Retirement: 403(B) with 3% employer contribution after one year of service. No match required, 100% vested.

Compensation and Benefits: Salary range of \$120,000 - \$140,000 commensurate with experience. The Foundation offers a competitive benefits package.

Location: Washington D.C. based (Silver Springs HQ office location), with an ability to work remotely as needed.



Start Date: As soon as possible

[Apply Here](#)

Applications received before June 15 will be preferred.

The Foundation is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees.