

## Finance Consultant Description

### Who We Are:

Green 2.0 is a nonprofit organization dedicated to increasing racial and ethnic diversity among environmental organizations. By gathering and reporting upon objective data, Green 2.0 improves transparency and accountability and works to build an environmental movement that:

- Is racially and ethnically diverse.
- Integrates equity and justice into all aspects of its work
- Is positioned to win environmental battles and produce equitable environmental outcomes for those most impacted, especially communities of color.

Please learn more about how Green 2.0 moves the environmental movement toward increased opportunities for people of color at [diversegreen.org](https://diversegreen.org).

### What We Need:

We are seeking a finance consultant who can join our team on a contract basis. The ideal candidate is able to provide support across the organization to ensure successful finance practices. They are also able to use critical thinking and problem-solving skills to produce and manage the organization's budget in coordination with the Executive Director. The Finance Consultant will report to the Executive Director and collaborate with staff. They will also have a passion for forecasting and maintaining organizational financial health and be detail oriented with a passion for ensuring smooth financial processes.

### Finance Responsibilities:

- Prepare and manage the annual organizational budget, along with generating forecasting financial models for years ahead and additional materials.
- Monitor organizational financial performance against budget and adjust accordingly.
- Provide monthly and yearly financial reports to the Executive Director.
- Directly manage and reconcile all bank accounts for the organization including the Divvy system for staff.
- Manage accounts receivable, payable, and expense reports, including producing invoices and their review and approval, W-9 collection, and processing payments to vendors, contractors, and other services. Manage all monthly accounting functions and bookkeeping functions.
- Provide materials on spending and budget for grant reporting. Prepare other materials as needed for grant applications.

- Present to the Board of Directors on organizational budget and answer questions 2 times a year.
- Collecting and uploading receipts to the accounting system.
- Process organization's payroll in the Gusto system.
- Prepare and complete annual tax returns, including to contractors and filing annual IRS 990 form.
- Ensure the organization is in legal compliance with all financial functions.
- Liaison with staff on financial issues or questions.
- Biweekly meeting with Executive Director on budget updates.

**Strong Candidates Will Have:**

- At least 5 years' experience partnering with executive staff on financial management strategies.
- Demonstrated ability to produce organizational budgets and forecast finances.
- Demonstrated experience in accounting, reporting, bookkeeping and other financial functions.
- Strong organizational skills and ability to think strategically about finance functions.

**Location:** Remote

**Hours:** 10-16 hours a month

**Budget:** \$4,500 a month

**Timeline:** The ideal candidate would begin on Monday October 2, 2023, for a one-year contract.

**Apply:**

Please send a cover letter and a resume to [jobs@diversegreen.org](mailto:jobs@diversegreen.org)

Green 2.0 is an Equal Opportunity Employer and champions the values of diversity, equity, and inclusiveness, and lives them in growing our team. People of color, women, people with disabilities, and LGBTQIA+ persons are strongly encouraged to apply. Green 2.0 is an equal opportunity employer and does not discriminate based on race, creed, color, religion, ethnicity, national origin, party or political affiliation, sex, sexual orientation or gender identity, age, disability, veteran status, marital status, or any illegal or prohibited factor.