

Nest Director of Finance

Nest is a New York City based 501(c)3 nonprofit committed to furthering global workforce inclusivity, gender equity, and cultural preservation through responsible development of the global craft sector. Nest, a New York City based 501(c)3 non-profit, is seeking a full-time Director of Finance to oversee all accounting and budgeting efforts. This role will work closely across all Nest internal teams. The position will report to the Nest CFO/COO, and will assist with budgeting, financial reporting, bookkeeping and HR.

The primary responsibilities will include:

- Supporting the creation and maintenance of our Annual Operating Budget
 - › Oversee accounting for all organization revenue and expenses in a timely manner, mapping to the approved organizational budget
 - › Manage organizational cash flow and forecasting on a regular basis
 - › Create project-specific budgets for programs and restricted grants
 - › Assist with annual budget creation, working closely with the CFO and the Finance Committee
- Lead financial reporting as well as an annual audit
 - › Present financial reports in a timely manner, communicate monthly and annual financial statements to the Board Finance Committee
 - › Update grant reporting tracker inclusive of assets released from restrictions
 - › Oversee reporting on the organization's earned revenue streams including monitoring and reporting on deferred revenue estimates
 - › Coordinate and lead the annual audit process liaising with external auditors, Chief Officers and the Finance Committee
 - › Maintain a system of control over accounting transactions and internal procedures
 - » Update and implement all necessary business policies and accounting practices (including migrating into an online accounting system, maintaining an actual chart of accounts in Nest's systems, ensuring Nest's Financials are updated on Nest's website)
 - » Prepare materials used with Partnerships team and Programming team to perform monthly budget reviews, and integrate grant and earned revenue tracking actuals into budget reviews
- Lead all of the organization's on-going bookkeeping work
 - › Maintain general ledger
 - › Oversee the monthly bank reconciliation process
 - › Support the larger team with reporting leveraging our expense management system, Concur
- Submit all state registration filings on an annual basis
- Liaise with the Bank as well as our Investment Team
- Payroll, Accounts Payable, Accounts Receivable
 - › Manage all invoicing, in coordination with the Partnerships team
 - › Maintain files for contractor and service contracts
 - › Manage payroll systems for the organization
- Serve as the organization's Human Resource Lead
 - › Maintain and update all necessary business policies to ensure compliance
 - › Ensure that recruiting, onboarding and departure processes are consistent and streamlined through Gusto, developing template agreements and forms when necessary
 - › Reconcile SEP contribution with payroll and ensure SEP contributions are processed quarterly
 - › Act as the Liaison between Nest and Insurance providers, both for the health plan as well as corporate policies
- Lead Office Management if/when we return to a leased office space
 - › Own all office-related contracts and relationships, including:
 - » Landlord
 - » Internet support
 - » Office equipment
 - » Supplies/deliveries

QUALIFICATIONS

- Five years minimum in non-profit (preferred) or for-profit finance administration of an entity that has an annual audit
- Undergraduate degree in accounting/finance (MBA/CPA a plus)
- Record of increasing responsibility
- Experience in budget management and administration and preparation of periodic financial reports
- Quickbooks experience
- Salesforce experience is preferred

To apply, please send cover letter and resume to: Chris van Bergen, Chief Financial & Operating Officer, chris@buildanest.org

NEST