

Finance Director

The Financial Director is a position that has several roles critical to the operation of Greening Forward. Its primary responsibility is maintaining the financial records of Greening Forward as well as receiving and distributing payments. Ultimately, the Financial Director is the custodian of Greening Forward’s bank account. Additionally, the Financial Director maintains Greening Forward’s relationship with our fiscal sponsor, Green Schools Alliance. At the end of the fiscal year, the Financial Director works with the CEO to develop Greening Forward’s budget. In addition to managing Greening Forward’s bank account, the Financial Director develops contracts/agreements that have monetary consequences on behalf of Greening Forward.

Role	Description
Maintenance of Financial Records	The Financial Director is responsible for keeping GF’s Financial Records up to date. The FD must record all purchases, donations, grants, stipends, and reimbursements in the GF General Ledger. Additionally, he/she must regularly check that GF is staying within their budget, and alert the CEO about financial issues.
Payment of Stipends and Reimbursements	The Financial Director is responsible for paying out all contract stipends and reimbursements for staff. Any requests for funds must go through the FD, who will get final approval from the CEO.
Financial and Budget Advisor	The FD will influence the organization to make sound decisions with their funds. The FD will advise all staff positions, including the Youth Council, on spending and budgeting issues. The CEO will work hand-in-hand with the FD to develop the yearly budget, and will consult with the FD on any outside-of-budget expenses. During contract development, the FD will write up any terms regarding payment.
Fiscal Sponsor Liaison	The FD is the main source of contact between Greening Forward and our Fiscal Sponsor, Green Schools Alliance. The FD will work to maintain and improve our relationship with them at all times. The FD will also notify the

	sponsor of any incoming or outgoing funds.
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Time Commitment: 5-10 Hours per week, 1 year minimum.

If interested, please send a cover letter and resume describing your skills and experiences and how they make you a good candidate for the Financial Director to ryan@greeningforward.org by **February 28th**.