



**Reports to:** President  
**Exempt:** Full-time  
**Date created:** July 2023

## **SoundWaters**

### **Vice President of Finance and Human Resources**

#### **Job Description**

##### **SUMMARY**

SoundWaters, a nonprofit environmental education organization based in Stamford, CT, is accepting applications for a Vice President of Finance and Human Resources (VP of Finance & HR).

The VP of Finance & HR is responsible for financial and human resource oversight and day-to-day fiscal management. They serve as the President's chief advisor on financial matters and is principally responsible for developing, implementing and monitoring the organization's financial plan and annual budget. The VP of Finance & HR is responsible for monthly reporting of forecasting budgets vs. actuals, cash flow analysis, income and expense management, grant administration, and the safety and soundness of the agency. They also provide leadership and guidance to the organization's HR operations. This position is a combination of hands-on fiscal operations and broader financial strategy and planning.

Founded in 1989, SoundWaters works towards a sustainable environment where people share a passion for Long Island Sound, students succeed, and our community thrives. Annually, SoundWaters partners with schools to amplify science learning through investigation of Long Island Sound for over 30,000 students, aboard our three-masted Schooner, at our Coastal Education Center, our Harbor Center and on and along the coast. We provide high-level study opportunities, aboard our research vessel and in our labs, where interns gain expertise through rigorous, hands-on research to give local high school students a path towards college success. We engage the public to create sustainable practices through outreach and we develop youth by creating life skills and job readiness opportunities in the environment. Learn more at <https://soundwaters.org/>

##### **RESPONSIBILTIES**

###### **Accounting & Finance**

- Manage all accounting functions for a non-profit organization with a \$3.2 million operating budget, including month end closing, financial statement preparation, accounts receivable/accounts payable (with help from the 35-hour/week Finance and HR Coordinator), and payroll.

- Manage cash flow including preparation of cash flow forecasts.
- Serve as the primary contact with the bank and with independent auditors during the annual review of financial statements and practices.
- Oversee administration of 990s.
- Establish and maintain a system of internal financial controls to meet SoundWaters' objectives of effective and efficient non-profit operations, reliable financial reporting, compliance with applicable laws, regulations, and internal policies and procedures.
- Work closely with the President, senior management, and board to prepare annual and capital budgets.
- Act as liaison between Finance Investment Committee and endowment financial advisor in handling of all investment accounts.
- Attend Board meetings, prepare and report to Board on finances, serve as the Finance Committee's first point of contact, and participate in business decisions.

### **Human Resources**

- Manage on-boarding of all employees including implementing standardized job descriptions and postings, requesting and reviewing background checks, review of Personnel Manual and benefits programs with full-time new hires, payroll onboarding dozens of seasonal employees.
- Set, enforce, and evaluate legally compliant human resources policies, procedures, and best practices, including state mandated sexual harassment training.
- Provide HR guidance and leadership to the President and management team; assist with resolution of human resource, compensation, and benefits questions, concerns, and issues.
- Research, develop and implement competitive benefits and compensation programs, as well as administer the benefits programs.
- Ensure compliance with employment, benefits, insurance, safety, and other laws, regulations, and requirements.
- Work with President to conduct periodic review/updating of Personnel Manual.

### **Additional Responsibilities**

- Maintain continuous lines of communication, keeping the President informed of all critical issues.
- Work on-site to best manage and coordinate with staff and senior management.
- Partner with grants writer and program departments to administer/reconcile private and government grants.
- Supervise the Finance and HR Coordinator and additional part-time staff.

## **THE IDEAL CANDIDATE**

Our ideal candidate will embody the values of SoundWaters and bring leadership and strategic insights to the work of this dynamic, growth-oriented nonprofit through the following skills and characteristics:

- 5-8 years related experience in hands-on management of all accounting functions.
- Minimum of a BA, ideally with an MBA/CPA or related degree.
- Keen understanding of the ability to listen, meet people where they are, and engage in meaningful dialogue with team members.
- Proven leadership and decision-making skills; ability to offer problem-solving guidance and help others find effective solutions.
- Well-organized, able to multitask, flexible in prioritizing and dealing with competing, simultaneous demands.
- Proven track record in nonprofit accounting, financial management and budget preparation.
- Experience with independent audits, familiarity with 990 tax returns, knowledge of GAAP standards and FASB principles.
- Leads and manages with a strategic mindset, open to learning and adapting.
- Strong analytical skills with the proven ability to research and interpret data.
- Digitally savvy, with experience with accounting software (e.g., Sage50), budget software, Microsoft Office Suite, CRM systems.
- Grace under pressure.

## **WORK ENVIRONMENT**

The VP of Finance & HR is expected to work a 40-hour work week in person in Stamford.

## **COMPENSATION AND BENEFITS**

The position is a full-time salaried position. The salary range is \$110,000–\$120,000. In addition, we offer the full range of competitive benefits, including medical, dental, vision, long-term disability, life insurance, retirement contribution after the eligibility period is met, paid time off, and 10 paid holidays. SoundWaters aims to offer annual bonuses based on goal achievement when possible.

## **EQUAL OPPORTUNITY EMPLOYER**

SoundWaters is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran or disability status.

## **TO APPLY**

We are only considering resume and cover letter submissions via email. All cover letters and resumes should be sent to [soundwaterssearch@gmail.com](mailto:soundwaterssearch@gmail.com). Resumes will be accepted until the position is filled.

July 2023