



DECEMBER 2021

Job Announcement:

Finance Director and Chief Financial Officer/Treasurer of the Board

CoRenewal seeks a qualified candidate to serve as the organization's Finance Director and Chief Financial Officer, or Treasurer, of the Board of Directors. This is a paid position commensurate with experience. Past experience with financial record keeping and accounting for a non-profit organization or similar entity is required.

To apply, please email your resumé or CV and a Cover Letter describing how your experience can serve the organization to corenewalinc@gmail.com by February 1st, 2022 with the words "Finance Director/Treasurer" in the subject line.

Review of applications will begin immediately and continue until a suitable applicant pool has been established. Please share this announcement widely so that qualified candidates can be reached, identified, and recruited. We appreciate your help in getting the word out and look forward to reviewing applications soon!

Who we are:

CoRenewal is a 501(c)3 nonprofit organization dedicated to promoting community health and ecosystem resilience via conducting research on fungi (and other microbes) in ecosystems contaminated by industrial pollutants or affected by natural disasters, such as fire. We have several funded projects currently underway and need to expand our leadership team. To read more about our organization's mission, existing projects and initiatives, and Board of Directors, visit www.corenewal.weebly.com.

Finance Director and Chief Financial Officer/Treasurer of the Board

Roles & Responsibilities:

Payroll & Financial Management:

- Monitor online accounts (Bank account, PayPal account, and Gmail) on a weekly basis and be available for monthly meetings with the Executive Officers, aka Navigation Committee members
- Payroll and reporting responsibilities including submission of forms to California's Employment Development Department (EDD), as appropriate
- Receive annual W-9s from contractors or W-4s from employees and send out 1099s and 1040s in the winter
- Manage all account and contractor invoices and payments and requests for reimbursements
- Communicate with volunteers and contractors to ensure that all hours worked are properly recorded for payment and/or in-kind donation documentation purposes
- Manage fiscal sponsorship contracts and act as a liaison between fiscal beneficiaries and grant organizations
- Manage and record donations made via fiscal sponsorships

Budget Management:

- Generate budget reports
- Forecast budget scenarios



State and Federal Tax Filing:

- Prepare for tax filing throughout the year with monthly accounting services or coordination with an accountant or bookkeeper
- Collect W-9s and W-4s for preparation and submission of 1099s and 1040s

Fundraising:

- Create financial goals based on organizational needs and capacities
- Propose strategies and fundraising activities to reduce the chance of 'tipping' or getting more than 33% of our income over five years from one private source.
- Provide financial information and budgets for grant proposals and grant reporting
- Track report-back deadlines for all financial reporting

Meetings & Reporting:

- Prepare financial reports and documents (i.e., budgets, statement of financial position, statement of activity, etc.) for grant submissions, executive committee meetings, and Board meetings
- Organize and facilitate monthly Finance Committee Meetings
- Attend Navigation Committee meetings as needed, and biannual Board meetings
- Careful review of newly proposed budgets with Finance Committee members and Project Managers
- Coordinate with Development Director as needed to guide organization's long-term financial planning goals

Although not required, we prefer that our new Finance Director handle all bookkeeping and accounting tasks, as the Treasurer, or Chief Financial Officer to the Board of Directors, while also bringing their strategic vision and financial guidance to the organization as Finance Director. This combined role of Finance Director and Treasurer would enable CoRenewal to manage all financial tasks in-house and to work seamlessly between team leaders. Currently Google Drive Sheets is used to manage the books and budgets. We would like to transition into use of Quickbooks.

Preferred additional bookkeeping & accounting roles and responsibilities:

- Record and organize all CoRenewal Inc.'s financial transactions, including donations, earnings, and expenditures using either Excel, Google Sheets, or Quickbooks. An overview of Quickbooks can be provided.
- Maintain donor database and coordinate with Development Director on best Client Relations Management (CRM) practices.
- Ensure donors receive receipts (thank yous) for their tax-filing purposes.
- Reconcile all transactions between Excel (or Google Sheets or Quickbooks), bank account, and PayPal account quarterly; and follow up on any discrepancies.

Desired experience, skills, and qualities:

- Ability to work remotely and independently.
- Experience with Quickbooks, Google Workspace (Sheets and Docs), MS Word and Excel, and Adobe Acrobat.
- Proficiency with English and Spanish languages.
- Ability to manage transition of compensation practice from payment to independent contractors to payment of employees through payroll.
- Grant reporting experience.
- Flexible work schedule with ability to occasionally work under tight deadlines.