



SUSTAINABLE FORESTRY INITIATIVE

SFI-00001

Position: Business Manager
Supervisor: CFO
Location: Washington, DC
Status: Temporary, full-time, exempt from overtime

SFI® Inc. is a sustainability leader that stands for future forests. We are an independent, non-profit organization that provides supply chain assurances, produces conservation outcomes, and supports education and community engagement. SFI works with the forest sector, brand owners, conservation groups, resource professionals, landowners, educators, local communities, Indigenous peoples, governments, and universities. SFI standards and on-product labels help consumers make responsible purchasing decisions. We oversee the SFI Forest Partners® Program, which aims to increase the source of certified forest products, the SFI Conservation and Community Partnerships Grant Program, which funds research and community building, and Project Learning Tree®, which develops students' appreciation for and knowledge of the environment. SFI Inc. is governed by an independent three-chamber board of directors representing environmental, social, and economic sectors equally. SFI believes caring for forests improves everyone's quality of life.

The **Business Manager** is responsible for ensuring successful day-to-day company-wide operations, compliance, oversight of financial activities, and management of some aspects of human resources. **This position will provide coverage for a maternity leave through February 15, 2020, with the potential for longer term employment.**

ESSENTIAL JOB FUNCTIONS:

Accounting: Ensure effective and efficient tracking of monetary resources.

- Manage the day-to-day operations and financial transactions of accounting in accordance with generally accepted accounting principles (GAAP); including the preparation and/or review of various journal entries, month-end reconciliations and analysis.
- Assist CFO in the measurement and application of policies & procedures to maintain adequate internal controls to ensure compliance with the annual audit, tax, and regulatory agencies.
- Assist CFO in implementing applicable organizational-wide financial structure and process changes.
- Assist the CFO in preparing and coordinating the timely completion of the annual audit and 990 informational return.
- Assist the CFO in the annual budget process and preparation to ensure accurate and timely finalization.
- Conduct financial analysis and prepare timely and accurate internal and external financial, grant, and other ad hoc reports for applicable audiences (e.g. SFI staff, Board, and other stakeholders).

Operations: Ensure efficient and effective business operations.

- Manage relationships with vendors and business partners (e.g. internet, office printers, IT helpdesk, and equipment purchasing and rental).
- Assist CFO in insurance policy renewal to ensure adequate business coverage (e.g. general commercial, workers comp., package liability, ERISA, etc.)
- Anticipate and meet the physical and operational needs of the DC office, including providing operational support for the 7th floor renovation project.
- Serve as a primary point of contact for applicable service providers.

Human Resources: Support employee and organizational success.

- Administer employee leave and benefits and manage payroll service providers.

An active Equal Employment Opportunity Employer M/F/D/V,
SFI Inc. welcomes men and women regardless of race, color, national origin, religion, age, sex or disability.

A job description is a general description of the function and major duties of a job. It may not specify all duties, tasks, and assignments associated with a job. It is not intended to limit or in any way modify the right of management to direct, assign, and control the work of employees in a unit. Accuracy, attention to detail, ability to work effectively in a team environment, and ability to work in an atmosphere of multiple projects and shifting priorities are requirements of all jobs at the Sustainable Forestry Initiative, Inc. Additional job related qualifications may be specified for some openings. Job descriptions are subject to periodic review.

- Oversee new employee onboarding and employee departures.
- Assist the CFO in updating employee and organizational policies.

QUALIFICATIONS/SKILLS/KNOWLEDGE:

- Working knowledge of GAAP, internal controls and IRS requirements for a non-profit organization
- Excellent oral and written communication, organizational and interpersonal skills
- Excellent attention to detail and a high-level of accuracy and project follow-through
- Strong problem-solving ability to evaluate and recommend solutions and meet deadlines in a fast-paced environment
- Demonstrated ability to take initiative and work independently, as well as collaborate well with others
- Proficient knowledge of financial systems; Intacct experience preferred
- Proficient in Microsoft Office software, with intermediate MS Excel skills
- Demonstrated ability to respect confidentiality and exercise discretion with sensitive and privileged information
- Adaptable working mentality coupled with the ability to conduct oneself in a professional manner
- Proficient ability to synthesize data and learn technical aspects of SFI program and certification standards (as needed based on essential job functions)
- Ability to travel if/as required throughout the U.S. and Canada

EDUCATION/EXPERIENCE REQUIREMENTS:

- Bachelor’s degree in accounting from an accredited university.
- Certified Public Accountant and/or Certified Management Accountant designation preferred
- Minimum of seven years of experience in a non-profit or similar organization preferred
- Minimum of two years of supervisory experience preferred

BENEFITS

SFI offers an excellent set of benefits to full-time, benefit-eligible employees, including:

- Up to 29 days of vacation/personal leave (based on length of experience), 10 holidays, and 12 sick days
- 401(k) with an employer contribution up to 11% (after 6 months of employment)
- A choice of medical insurance plans, plus dental and vision insurance
- Pre-tax Health Care Flexible Spending Account
- Group life and personal accident insurance, short and long-term disability insurance
- Professional development training
- Adoption assistance
- Commuter benefits through WageWorks and Capital Bikeshare discounted annual membership

HOW TO APPLY

To apply for this position, email a resume and cover letter to the attention of Nadine Block, Chief Operating Officer, at jobs@sfiprogram.org. Subject line should say “Application: Business Manager”. Applications will be accepted until the position is filled but are requested by June 25.

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