

Financial Manager

Who We Are

Textile Exchange is a global non-profit that creates leaders in the sustainable fiber and materials industry. The organization manages and promotes a suite of six leading industry standards, as well as, collects and publishes critical industry data and insights that enable brands and retailers to measure, manage and track their use of preferred fiber and materials. With more than 400 members representing leading brands, retailers and suppliers, Textile Exchange has, for years, been positively impacting climate through accelerating the use of preferred fibers across the global textile industry and is now making it an imperative goal through its 2030 Strategy: Climate+. Under the Climate+ strategic direction, Textile Exchange will be the driving force for urgent climate action with a goal of 35-45% reduced CO2 emissions from textile fiber and material production by 2030.

To learn more about Textile Exchange, visit: TextileExchange.org

Intro

The Finance Manager leads all day-to-day accounting operations, with functional responsibility for accounting, accounts payable, and grants administration. Responsibilities also include production of financial reports; proper maintenance of accounting records; accurate processing of financial transactions; and administration of a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles (GAAP), adhere to grants management standards, and result in flawless audits. The Finance Manager oversees and assists in the finance department.

Duties & Responsibilities

- Provide leadership to finance and accounting areas of the organization.
- Provide useful financial analysis and insights to help executive and operational management make better decisions about formulating and executing strategy,
- Oversee and support the financial team in order to maintain Quickbooks, payroll, bank accounts, budgets, and reports.

- Prepare and analyze accurate monthly financial and management reports, including income statement, balance sheet, budget and variance, projections and forecast, and cash flow.
- Update and create ROI reports for senior team and executive board.
- Help create Annual Reports for various groups within the Textile Exchange community.
- Create monthly reports, working with financial consultant to improve current Quick Books and its analytics through programs such as ZOHO.
- Assist in the management of grants reporting, compliance, and reconciliation.
- Support project analysis, validation of plans, and ad-hoc financial scenarios requests.
- Ensure compliance with accounting policies (GAAP) and regulatory requirements.
- Monthly status meetings with program and budget managers to make sure budgets are up to date.
- Ability to meet with Managing Director in person for quarterly and annual reports. (Located in one of these areas Lander, Wy, Casper, WY, Cheyenne, WY, Denver, CO, Dallas, TX, Austin, TX, or Houston, TX).
- Act as liaison for auditors.

Experience & Qualifications

- Bachelor's degree in Finance or Accounting; CPA a plus. Experience in lieu of degree may be considered.
- Minimum of 5 years of finance and/or accounting work experience.
- Demonstrated experience in budget development and analysis, coordinating audit activities, monitoring accounts payable and receivable, transaction data entry.
- Demonstrated experience performing analysis and presenting financial information to management and external stakeholders
- Strong demonstrated use of Excel, Word, PowerPoint, and Quickbooks Non-Profit.
- Exceptional verbal and written communications skills and the ability to interact effectively with others, both internally and externally.
- Excellent time management skills, with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality.
- Proven ability to make complex and time-sensitive decisions in the best interests of the organization.
- Must be able to work from home remotely.
- Nonprofit experience, with experience with fund/grants accounting preferred.

Employment Package

Full Time Position, 40 Hours a Week

Annual Salary Range: \$40,000-\$60,000USD (dependent upon experience) plus Full Benefits Package

Start Date: September 1, 2020

How to Apply

Please submit to RecruitmentOffice@TextileExchange.org with the subject “Financial Manager”

1. Resume
2. Cover Letter

Applications will be considered on a rolling basis as they are submitted. Early application submission is strongly encouraged. We regret that we will only be able to contact short-listed candidates.