



Ecosystem Services Market Consortium (ESMC) | Finance Manager

FTE Position (Annual Contract Basis) | Remote

Ecosystem Markets. Built for Producers. Backed by Science.

Required: Interested applicants should send cover letter, earliest possible start date and resume to info@ecosystemservicesmarket.org. Please include your name at the top of all documents, and file names for all files that are sent (ex. Jane Doe cover letter). Position will remain open until filled.

The Ecosystem Services Market Consortium (ESMC) is a member-driven group working to build an ecosystem service market that incentivizes farmers and ranchers to improve soil health systems and help fight climate change.

We are working towards launching a voluntary national ecosystem services market conceived and designed to sell ecosystem assets such as carbon and water quality and quantity credits for the agriculture sector by 2022.

An important component of our success is the tracking and management of a 3-year, \$20.6M grant from the Foundation for Food and Agriculture Research, additional philanthropic and government grants, and membership dues from our 60+ member consortium. The Finance Manager will support the Chief Financial Officer with the management of all day-to-day financial and accounting operations, and grants administration.

About the Position

As Finance Manager, you will be responsible for 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 ESMCs reported financial results, and ensure that results comply with generally accepted accounting principles (GAAP), adhere to grants management standards, and result in flawless audits. You will report to the Chief Financial Officer and work closely with the ESMC team, ESMC members, ESMRC Working Group participants, and other contractors. This position will be key to the success of our dynamic, fast-paced team environment where impact and sustainability is at the forefront of the mission.

Within 1 Month, You'll:

- Ramp up on ESMC (the company, financial position and tasks, and the vision of the organization).
- Communicate regularly with the Chief Financial Officer to understand drivers of ESMCs short and long term financial goals, management systems and software management tools.
- Support budget creation, budget projections and analysis of expenses as needed.
- Ensure complete documentation of grant awards.

Within 3 Months, You'll:

- Maintain system of accounts and keep books and records on all transactions and assets.

- Prepare, analyze and distribute monthly reports, funder reports and others. Document and address issues requiring attention and/or further discussion.
- Analyze and monitor grant fund and cash balances and keep Chief Financial Officer informed of status, issues.
- Assist in coordinating the preparation of the draft audited financial statements and all tax returns.

Within 6 Months, You'll:

- Ensure that all financial transactions are processed accurately, in a timely manner, and in accordance with generally accepted accounting principles (GAAP).
- Assist in the management of grants reporting, compliance, and reconciliation.
- Provide useful financial insights to help make better decisions about formulating and executing strategy, and provide guidance and analysis to ESMC leadership to improve results.

Within 1 Year, You'll:

- Manage, oversee, process (as appropriate), and act as backup for processing all of the following transactions: accounts payable, accounts receivable, revenue and expense, fixed assets, cash, bank reconciliations, and allocations.
- Perform month-end closing procedures, including overhead allocations, account reconciliations, and updating schedules.
- Assist in issuing timely, accurate, and complete financial statements for all levels, including Board of Directors and ESMC leadership.
- Suggest improvements in processes to increase organizational effectiveness.

You Should Apply if:

- You are a proactive, hands-on manager who will own, in partnership with the Chief Financial Officer, responsibility for the organizational finances and grant administration and management.
- You have exceptional verbal and written communications skills and the ability to interact effectively with others, both internally and externally.
- You have excellent time management skills, with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality.
- You have a proven ability to make complex and time-sensitive decisions in the best interests of the organization.
- Minimum of 3 years of finance and accounting experience, including finance, accounting, audit, and analysis (including gathering, evaluating, presenting, and reporting financial information to management and external stakeholders).
- Solid experience in coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments.
- Nonprofit experience, with experience with fund/grants accounting preferred.
- Proficiency with QuickBooks or other accounting software and excellent Excel skills.
- You have an understanding of the agriculture industry, agricultural conservation and sustainability efforts, and ecosystem markets (preferred - not essential).

ESMC is committed to an inclusive and diverse work environment. As an equal opportunity employer, we do not discriminate based on gender, sexuality, race, color, disability or any other legally protected status.