

Toniic

Job Description

Director of Finance

About Toniic

Toniic is a non-profit global network of impact investors - investors seeking positive social and environmental impact alongside financial return. Our membership services support a global community of high net worth individuals, family offices, and foundation asset owners in more than 25 countries around the world who are active impact investors. Our field-building initiatives provide impact investing resources to the public. The Toniic team of about 20 people is virtual, headquartered in San Francisco, California, USA, with team members located around the globe. Our culture is high performance and dynamic, requiring a tolerance for high bandwidth demands, an attitude of personal responsibility, proactivity, and self-awareness, and a highly collaborative approach.

About this Role

The Director of Finance reports to the CEO. The position is responsible for the accounting, financial, and risk management operations of the company. The position also manages and is supported by the work of the Finance and Accounting Manager, and is supported by the shared Executive Assistant.

Responsibilities

Board

- Prepare and present financial and operating results to the Finance Committee, Audit Committee, and Board of Directors, in consultation with the CEO

Budget

- Create preliminary and final drafts of the annual budget, in consultation with the CEO and Finance Committee
- Update annual forecast monthly
- Prepare and review annual budget and forecast periodically with heads of Lines of Business
- Work with the Director of Programming and event planning teams to develop event-specific budgets. Provide budget-to-actual reporting on all major events.
- Work with EVP to develop and manage Travel & Entertainment budget for Toniic Member Engagement Managers.

Tax

- Manage all tax reporting including local, state, and federal requirements, including grant and donation receipts, 1099s, W2s, annual CA Form 199 filing and annual Form 990 filing

Audit

- Manage the auditor relationship and annual audit with the objective of a clean audit. Continuously improve internal controls based on auditor feedback.

Financial Planning & Analysis (“FP&A”)

- Perform financial planning and analysis as required, including developing prospective grant and organizational budgets, modeling the effect of pricing, compensation and other potential business model changes, preparing and presenting management’s discussion and analysis of key drivers of financial results, and managing foreign exchange risk.

Fundraising

- Supporting Toniic’s ongoing fundraising efforts, in collaboration with the CEO and EVP, including identifying and building relationships with major donors.
- Manage grant compliance, reporting, and accounting.

Risk Management

- Manage the risk management program including all insurance policies (D&O, General Liability, and Workers’ Comp) and implementing internal policies to minimize risk and comply with local, state, and federal law, including some global regulations such as GDPR.

Ongoing Financial Management

- Review with CEO most recently closed financial month, highlighting key drivers of results and suggesting responses going forward.
- Approve and manage major expenditures
- Serve the internal Toniic team to meet their needs with timely information, management of financial and accounting processes, and exception handling.
- Serve Toniic members and prospective members regarding financial and accounting matters, seeking to create a pleasant experience even when delivering difficult news.
- Manage all financial operations including accounts payable, accounts receivable, and payroll.
- Modeling and optimizing for the optimal funding structure of Toniic, i.e. the balance between grants and earned revenue
- Manage relationships with banks and financial service providers for optimal cash management, including forgivable and non-forgivable loan management.
- Manage the work and performance of the Finance and Accounting Manager
- Manage the outsourced accounting services provider to prepare and present monthly financial statements, budget to actual reports, and forecasts.
- Manage and update Toniic team member expense and other finance policies and communications

Skills / Experience / Qualifications

Required Experience:

- Minimum of five years experience in senior finance role, either with for-profit or non-profit organizations, such as Finance Director or Manager
- Bachelor’s Degree in relevant specialty
- Experience working remotely in virtual environment and self-supporting, agile use of cloud-based applications
- Familiarity with small business accounting software
- Experience in designing and encouraging compliance with the processes necessary to support a professional services organization with clients who expect high-quality

services of a type provided by wealth management organizations, while operating within the fiscal constraints of a non-profit organization

Desired Experience:

- Advanced degree in relevant specialty (e.g. MBA)
- Experience with non-profit accounting in the United States
- Experience serving a global organization
- Familiarity with Quickbooks Online, Expensify, Bill.com, SalesForce, Asana, Google Suite - we are a tech-savvy organization
- Experience in the financial services or hospitality industry
- Experience with impact or sustainable investing

Desired Characteristics:

- A desire to make the world a better place through the mechanism of impact investing. All Toniic team members are highly motivated by our mission - we are a purpose-driven organization.
- Attention to detail, combined with an ability to rise above detail to identify trends and drivers of results
- A tolerance for high bandwidth demands, including a willingness to be more hands-on that comes with a smaller organization, and the need to sometimes work outside normal business hours to support a global organization
- Outstanding organizational and time management skills with proven ability to deliver with quality, on time
- Ability to work virtually and flexible to work across global time zones
- Excellent verbal and written communications
- Emotional intelligence and comfort in a highly collaborative environment
- Comfortable working in a field broadly characterized by progressive values
- An interest in personal and professional growth and development, and enthusiasm to work in and lead by example a culture that aspires to [Radical Candor](#), [Conscious Leadership](#), [Nonviolent Communication](#), and Brené Brown's [Dare to Lead](#) model.
- Sense of humor
- BIPOC candidates, and candidates from the hospitality industry, are highly encouraged to apply

General Information

Location: USA

Compensation: \$100,000 + per year, depending on experience and location

Benefits: Four weeks of annual office closure in addition to 4 weeks of PTO annually, subsidized health insurance, 401k plan, and access to dental, life, accidental, and disability insurance.

Reports to: CEO

Timing: Applications accepted until July 23, 2021

To Apply

Send resume, cover letter, names and contact information for at least three references to apply@toniic.com with the subject "Application for Director of Finance."