

Position Announcement

Job Title: Vice President for Finance

Department: Finance & Operations

Reports to: President

Full time, Salaried, Exempt

Salary: \$105,000 annually, commensurate with the successful candidate's education, experience, skills, and qualifications.

Position Location: This position is based at the Forest Society's Conservation Center in Concord, New Hampshire.

Position Summary: As a key member of the Leadership Team, the Vice President of Finance serves as the organization's senior financial leader and is responsible for communicating financial information to staff, leadership, and the Board of Trustees. This position oversees all aspects of financial management, including financial planning and analysis, budgeting, reporting, accounting operations, investments, cash management, and audit activities. The Vice President of Finance also provides supervision and oversight of Facilities Management and Information Technology functions.

Working collaboratively across the organization, this position ensures that financial operations effectively support the Forest Society's mission and strategic goals. The Vice President is responsible for maintaining accurate and complete financial records in accordance with Generally Accepted Accounting Principles (GAAP), implementing appropriate internal controls, and ensuring regulatory compliance.

Essential Duties and Responsibilities

- Assumes responsibility for the development, accuracy, integrity, and completeness of all financial records, systems, and reporting processes.
- Evaluates financial performance and regularly communicates financial results and key trends to management and the Board of Trustees.
- Leads financial forecasting activities and develops tools and methodologies to support organizational planning and decision-making.
- Reviews investment accounts, bank deposits, and other financial assets to ensure accuracy and compliance.
- Ensures the timely preparation and submission of financial reports for management, regulatory agencies, donors, and the Board.
- Maintains current knowledge of GAAP and applicable accounting standards and regulatory requirements.
- Coordinates and actively participates in preparation of annual operating and capital budgets.
- Oversees annual financial statement audits and related tax filings.
- Monitors cash flow and liquidity.
- Maintains and analyzes fund accounting records and prepares reports.
- Manages relationship with banks, investment managers, insurance brokers, auditors, and advisors.
- Supervises assigned staff and departments.
- Lead staff liaison for the Finance Committee, Investment Sub-Committee, and Audit Committee. Member of the 403b Fiduciary Committee.
- Conducts performance evaluations and provides coaching and development.

- Oversees Information Technology providers and Facilities operations.
- Assumes additional duties and special projects as assigned.

Organizational Impact and Expected Outcomes

- This position ensures effective management of the Forest Society financial resources, facilities, and technology infrastructure.
- Partners with the President and Leadership Team on strategy, sustainability, and decision-making.
- Serves as a trusted advisor to the Board of Trustees and represents the organization professionally.

Required Qualifications

- Bachelor's degree in accounting, Finance, Business Administration, or related field.
- Minimum of ten (10) years of progressively responsible financial management experience.
- Demonstrated ability to communicate complex financial information effectively.
- Strong leadership, relationship-building, and collaboration skills.
- Advanced proficiency in Microsoft Office and accounting software.
- Excellent analytical, organizational, and problem-solving skills.
- Valid driver license and proof of insurance.
- Commitment to the Forest Society mission.

Preferred Qualifications

- Master's degree in a relevant field.
- CPA designation.
- Non-profit accounting and financial management experience.
- Experience with Abila MIP Fund Accounting software.

Working Conditions

- Work is performed primarily in an environmentally sustainable office setting.
- Office facilities are located within walking distance of wooded trails and natural areas.
- Occasional travel throughout New Hampshire is required.

Physical Requirements

- Ability to remain seated and work at a computer for extended periods.
- Ability to communicate effectively in person, electronically, and by telephone.
- Ability to travel throughout New Hampshire as needed.

Direct Reports: Finance Specialist, Facilities Manager, Senior Technology Specialist

Equity, Inclusion & Collaboration: The Forest Society is an equity-based employer. We value a diverse staff and an inclusive culture. We value staff that work for the good of the whole; that can effectively collaborate to achieve shared goals of their department, as well as the organization. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other protected status as required by applicable law.

Applicants should send both cover letter and resume to Stephanie Milender, Human Resources Director: smilender@forestsociety.org

Formal candidate review will commence on or about November 1, 2026