



Finance Director | Job Description

Honor the Earth

We are an Indigenous led organization fighting to dismantle settler-colonialism, racial capitalism, white supremacy, and imperialism by investing in our communities to resist exploitation, withstand crises, and prepare our future generations to lead us towards a sovereign future.

We envision a future rooted in Indigenous sovereignty and lifeways, where all Peoples live in right relationship with Mother Earth and each other. We are committed to creating a world that is just and equitable for generations to come.

Finance Director

Honor the Earth is seeking a highly skilled and detail-oriented Accountant to join our dedicated team. This role plays a crucial part in our financial operations. The Accountant will handle all standard non-profit accounting duties, including financial record-keeping, budget preparation, ensuring compliance with regulatory requirements and managing the Finance Team, in coordination with Senior Management.

Position Details

This role is a **Full Time Position** averaging 40 hours of work per week between 9 and 5 MT. This is a salaried position.

Reports to: Deputy Director

Salary range: \$80,000 - \$85,000 DOE

Location: Ideal candidates would be based in North Dakota, or South Dakota or Montana, but working remotely with willingness to travel occasionally is a possibility

Benefits:

- Health, vision, and dental insurance

- 401K savings plan
- Vacation and Sick Leave
- Supplemental time off to support staff in cultural practices, major life events, etc.
- Wellness Benefit
- Home Office Benefit (partial coverage of phone and internet)
- A people-centered organization

Responsibilities

- Maintain accurate financial records and accounts for the organization, ensuring transparency and compliance
- Assist in the preparation of organizational and project budgets, collaborating with team members to ensure financial planning aligns with the organization's mission
- Ensure compliance with nonprofit accounting standards and regulatory requirements, including IRS guidelines
- Prepare financial reports and statements for internal and external stakeholders
- Assist in financial audits and provide necessary documentation and information
- Manage financial aspects of grants, including budgeting, tracking, and reporting
- Coordinate processes between finance and development team
- Oversee payroll processes and ensure accuracy in payroll transactions
- Monitor and control organizational expenses to optimize financial resources
- Lead operations of the finance team and supervise additional finance team staff, contractors, and third party firms
- Prepare for and facilitate finance team calls and attend all other required staff meetings
- Contribute to strategic planning for the organization with finance insights
- Openness to learning about other facets of the organization's work and being cross trained to support other projects as appropriate
- Other duties as assigned

Qualifications

- Bachelor's degree in Accounting or related field (advanced degree or CPA preferred) or equivalent experience
- Preferably 3-5 years managing finances for an organization with a budget over \$1 million
- An understanding of, and a passion for, Honor the Earth's mission and vision
- Strong skills using accounting software such as QuickBooks and ability to learn and manage new platforms as needed
- Excellent analytical and problem-solving skills
- Attention to detail and commitment to accuracy
- Effective communication and interpersonal abilities
- Ability to work independently and collaboratively within a team, particularly in a leadership role
- Interest in ongoing political education to deepen your understanding of Honor the Earth's campaign work and priorities

To Apply

Submit a resume, cover letter, and 2 references to our HR Department at HR@honorearth.org
Please write the position title and your first and last name in the subject line.