



# BALTIMORE TREE TRUST

## Finance Director

Baltimore Tree Trust (BTT), the leading urban forestry non-profit organization in Baltimore City, seeks a Finance Director with specific experience with non-profit finance to join its team. Established in 2008, BTT is a 501(c)(3) nonprofit organization with a mission to enhance and protect Baltimore City's urban tree canopy through strategic planting initiatives, broad-based engagement, and local workforce training. By engaging in diverse partnerships, leading community greening efforts, and creating public service job opportunities, BTT is committed to a vision of equitable access to the benefits of urban nature for all of the city's residents. Baltimore Tree Trust is an equal-opportunity employer. BTT's current annual budget is just over \$2 million with a projected increase to over \$6 million. For more information, visit [baltimoretreetrust.org](http://baltimoretreetrust.org).

### Position Description:

Reporting to the Managing Director, the Finance Director is responsible for day-to-day financial activities, managing budget planning, accounting operations and reporting, strategy, and external audits. The Finance Director is responsible for ensuring legal and regulatory compliance with the financial functions, and those specific to a non-profit organization.

Essential functions include, but are not limited to:

### Financial Management

- Monitor the day-to-day financial operations including administrative costs, payroll, invoicing, purchase tracking, and other transactions
- Develop, manage, and execute all internal control measures organizationally
- Manage all financial aspects of the organization, including budgeting, providing financial strategy, reporting, and forecasting
- Provide monthly updates and reports, including projecting cash flow and managing cash needs to inform organizational decisions
- Work closely with the Executive Director and Finance Committee to prepare yearly budgets for the organization to present to the board for approval
- Review and help prepare grant budgets and reports as requested
- Establish and improve upon the organization's financial policies and procedures to maximize organizational success
- Ensure compliance with organizational by-laws, applicable laws, GAAP, and best practices



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## **Accounting/Audit**

- Coordinate year-end annual audit and Form 990 preparation (within 5 and 7 months respectively)
- Assumes responsibility for ensuring fiscal policies and procedures are being followed throughout the organization

## **What We're Looking For:**

- Bachelor's degree in Finance, Accounting, Business Management, or similar fields
- CPA a plus, but not required
- Five or more years experience with a non-profit organization in managing budgets, forecasting, projections, and reports or an equivalent combination of experience and education
- Experience with organizational investing and banking best practices
- Proficiency with Quickbooks Online, Donor Perfect, ADP software, and Google Suite
- Strong analytical skills
- Strong communication skills

**Compensation:** Starting at \$87,500

**To Apply:** Please apply via [indeed.com](https://www.indeed.com), and if you have any questions please contact [jobs@baltimoretreetrust.org](mailto:jobs@baltimoretreetrust.org)

*BTT is proud to be an equal opportunity employer and 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, or veteran status.*