



## **FINANCE OFFICER**

7/28/25

### **Job Summary**

The Finance Officer furthers the Maryland Forestry Foundation's mission by managing and directing all Foundation finances and by making strategic financial decisions that will promote the long-term financial viability and growth of the Foundation. Beyond the financial management of Foundation business, the position provides technical and administrative support for our educational offerings of two career camps and a college fellowship program, works with the 24 local Forestry Boards in support of their programs and oversees the Foundation website. This role is ideal for someone who is organized, detail-oriented, and passionate about supporting a very energetic and active environmental organization.

### **About the Maryland Forestry Foundation**

The Maryland Forestry Foundation is a statewide nonprofit organization dedicated to advancing the sustainable use, stewardship, and appreciation of Maryland's forest resources. Our work centers on educating the public about the environmental, economic, and social benefits of forests, advocating for the protection and expansion of forest cover, and fostering the next generation of natural resource professionals.

As the lead nonprofit partner in Maryland's largest private lands tree planting initiative - funded through a grant from the Maryland Department of Natural Resources - we help implement high-impact conservation projects that contribute directly to the state's climate and water quality goals. The Foundation also invests in workforce development through the operation of two summer career exploration camps and the administration of four annual fellowships for college students.

Our advocacy efforts support forward-thinking forestry policy and funding at the state level. We work closely with the Maryland Forest Service and a network of 24 local Forestry Boards, as well as other environmental and civic partners, to promote responsible, science-based forest management across all regions of the state.

The Foundation's main office is located in Annapolis, Maryland, but remote work is supported and encouraged.



## **Primary Duties**

### **Transition to full-time staff**

- Establish a new payroll system for the on-boarding of 2 full-time staff and, working with the Executive Director and Board of Directors, determine a benefit package in line with the Foundation's projected income.
- Convert Quicken data to QuickBooks and develop regular reporting of operational results for the Board of Directors.

### **Forestry Board reorganization**

- Develop smooth transition process to bring the 24 local Forestry Board bank accounts under the auspices of the Foundation's 501(c)3.
- Develop reporting protocol from the Forestry Boards for tax return purposes.

### **Ongoing financial management**

- Provide regular updates to the Board of Directors on operational opportunities and risks and manage the Financial Disclosure process required of all Board members.
- Responsible for all 1099 issuances to Foundation contractors and the filing of federal tax returns and state property tax returns.
- Analyze operational results on a continuous basis to accurately project cashflow needs in the near and long terms. Investigate possibilities for line of credit to fill in cash flow gaps.
- Assist in grant writing and budgeting proposals and provide all reporting requirements for our grants.

### **Program Support**

- Handle all financial aspects of the following ongoing programs:
  - Healthy Forests, Healthy Waters program
  - Natural Resources Careers Camp and Urban Forestry Careers Camp
  - Mel Fellowship program
  - Maryland Urban & Community Forestry grant program
  - Big Tree program
- Handle the online application process for the programs below as well as the website updates:
  - Natural Resources Careers Camp
  - Urban Forestry Careers Camp
  - Mel Fellowship program



## Job Details

<b>Position Type:</b>	Full-Time
<b>Location:</b>	Remote (Maryland-based candidates preferred)
<b>Start Date:</b>	To be arranged upon offer
<b>Application Deadline:</b>	August 31, 2025
<b>Salary:</b>	Up to \$75,000, commensurate with experience
<b>Benefits:</b>	Health insurance, holidays, vacation and sick leave, retirement contribution
<b>References:</b>	A minimum of 2 references should be listed in the cover letter

### Qualifications:

- Bachelor's degree in accounting, finance or business. CPA preferred.
- 5-10 years of relevant experience in finance.
- Strong communication and organizational skills.
- Comfortable working independently in a remote environment.
- Familiarity with QuickBooks, Microsoft Office, WordPress, and virtual sharing and meeting tools.
- Interest in environmental stewardship and workplace development.

### Preferred but Not Required:

- Experience working in the nonprofit sector.
- Knowledge of Maryland's forestry system or environmental organizations.

## How to apply

Applicants should email a cover letter and resume, using the subject line "Finance Officer Application", to [info@marylandforestryfoundation.org](mailto:info@marylandforestryfoundation.org), attention Dawn Balinski, Treasurer. Two references with contact information should be included in the cover letter.