
PLOUGHSHARES FUND

FINANCE DIRECTOR/CONTROLLER

About Ploughshares Fund

Ploughshares Fund is a global security foundation that seeks to reduce nuclear threats and ultimately eliminate nuclear weapons. We believe everyone has the right to a safe and secure future. In order to fundamentally transform nuclear policy, we seek to strengthen the nuclear field with new voices and diverse perspectives; motivate the public and build power with allies; stimulate new approaches and challenge status quo thinking; and catalyze inclusion within the nuclear field and our organization through Equity Rises.

Equity Rises aims to increase equity and justice in nuclear policies and institutions by empowering diverse voices, cultivating inclusive spaces (across identity, sector, and geography), and collaborating with new partners both inside and outside the nuclear field.

Ploughshares Fund is a public foundation that relies on the generous support of individuals, families and foundations.

General Description:

The Finance Director/Controller reports to the executive director, partners with the interim CFO, is part of the senior leadership team, and is responsible for the accounting activities of Ploughshares Fund. This position is equally strategic and tactical. Over time, the finance director/controller will have the opportunity to grow into a more senior role and delegate transactional accounting duties.

In this job you will:

- Develop internal control policies, procedures and guidelines for activities such as budget administration, cash and credit management and accounting.
- Process accounts and grants payable, accounts receivable and general ledger transactions.
- Coordinate with the fund development team to ensure that contributions are recorded accurately and used in accordance with donor restrictions.
- Oversee payroll processing, reviewing semi-monthly reports and entering into accounting system.
- Prepare financial statements and reports for internal and external stakeholders..
- Analyze financial information to support decision-making.
- Manage cash and investments in collaboration with investment advisor.
- Collaborate with interim CFO on reporting, forecasting and budgeting.
- Ensure compliance with policies, laws and regulations, including coordination of annual audit and preparation of IRS Form 990.
- Coordinate with external CPA and legal counsel to file required tax forms and business registrations.

- Act as the primary liaison with outside auditors, banks, investment firms, and other finance-related vendors.
- Staff audit, finance and investment committees of the board of directors.
- Engage in continuing education to maintain and enhance job knowledge and skills.

To do this job, you will need to have the following skills. We understand that candidates may not initially have all of these skills, but we ask that you have most of them when you apply.

- Knowledge of economics, business, and accounting, including generally accepted accounting principles (GAAP).
- Knowledge of administrative and office procedures.
- Skill with technology, including computerized accounting systems, Microsoft Office, spreadsheets and cloud-based software.
- Skill with mathematical reasoning and facility with numbers.
- Ability to communicate through writing and speaking or signing in a way that is comprehensive and accurate, as well as tonally appropriate for and easily understood by multiple audiences (including executive staff, board members and non-senior staff).
- Ability to manage projects, including planning, organizing and implementing, that require critical thinking, judgement and decision making, as well as paying close attention to detail.
- Ability to adapt to changing circumstances, including emergent events and information.
- Ability to understand, organize and analyze complicated information from multiple sources, including tolerance for ambiguity and ability to create order.
- Ability to work independently as well as part of a team.

We require all of our staff to have the following skills, drawn from our organizational values of cooperation, adaptability, understanding and our commitment to Equity Rises:

- Generate new ideas with other staff members by cultivating curiosity.
- Build trust by forgiving others' mistakes and taking responsibility for their own.
- Communicate needs around tasks, priorities and deadlines clearly to colleagues.
- Adjust their workflow (pace, topic, relationships) to respond to immediate challenges.
- Learn from and respond to others through active listening.
- Ensure their own work derives from the organization's mission and goals (for example, in strategies and workplans).
- Reflect on and address power (personal and organizational) when communicating and making decisions.
- Help set and achieve departmental and organizational diversity, equity, inclusion and accessibility (DEIA) goals.

For this position we require that you have the following experience:

- 7 or more years of relevant work experience: specifically in economics, business, and accounting; the application of generally accepted accounting principles (GAAP); and accounting software including spreadsheets and Microsoft Office.
- 3 years managing people or a process.

Physical requirements:

- Ability to work at a computer for the majority of the day.
- Some travel is required.
- May be required to work weekends, nights, or be on-call during emergency situations.

Compensation and Benefits

FLSA Designation: Exempt

This is a full-time position, based in San Francisco, CA. Ploughshares Fund allows for some remote work flexibility regarding both location and scheduling. For example, in person meetings may be required for collaboration and onboarding, with remote flexibility allowed for independent project work.

This is Director B level position which has a set salary range between \$99,600 and \$149,400. The maximum starting salary will be the midpoint, \$124,500, and depend on your skills as stated above. Ploughshares Fund offers a full range of benefits including health, dental and vision insurance, a retirement matching plan, paid sick leave and paid vacation time. Ploughshares Fund is an Equal Opportunity Employer.

To Apply

Please submit your application along with a resume and cover letter that highlight how you meet the required skills and experience noted above. Applications are due by Friday, September 30, 2022. Please do not contact us by phone. To learn more about Ploughshares Fund, please visit ploughshares.org.

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