



## Position Description

**Position Title:** Finance Director

**Reports to:** Executive Director

**FLSA Status:** Exempt

**Location:** Juneau, Alaska, or remote Southeast Alaska (preferred)

**Salary:** \$110,000-\$140,000 DOE

**Deadline to Apply:** May 22, 2026

### About Spruce Root

Spruce Root, Inc. is a 501(c)(3) non-profit Community Development Financial Institution (CDFI) creating a sustainable future for Southeast Alaska's people, communities and environment. We are shifting the paradigms of power to support localized economies grounded in Indigenous values and ways of living. Spruce Root is a team of ambitious people dedicated to a new way of working in our region; working collaboratively with others, prioritizing family and well-being, and honoring our ancestors while building for the future. As a federally-certified Native CDFI, Spruce Root works to create positive change and equitable access to economic development through financial products and services to individuals in Southeast Alaska. Other programs include Path to Prosperity, Resilience Circles, workforce development, financial wellness, community planning and facilitation, and the administration of the Sustainable Southeast Partnership (SSP) and the Seacoast Trust.

### Job scope

The Finance Director (FD) serves as the senior financial leader of Spruce Root, a small but high-impact nonprofit organization with a staff of 22 and an annual operating budget of approximately \$9 million. Reporting to the Executive Director and serving as a core member of the Executive Leadership Team, this position provides strategic financial oversight, ensures organizational sustainability, and translates complex financial information into clear guidance for leadership and the Board of Directors. In a small nonprofit context, this role combines hands-on financial management with executive-level strategic thinking. The FD must be equally comfortable preparing financial statements, advising on organizational strategy, and presenting to the Board. The FD is responsible for all aspects of financial health, including accounting, compliance, budgeting, forecasting, risk management, and grants financial management, while fostering a culture of financial accountability across the organization.

### Compensation:

- Starting annual salary: \$110,000-\$140,000
- Comprehensive benefits package including medical, dental and vision insurance as well as a 401(k) retirement plan, a wellness program, personal leave, wellness leave, 12 weeks of sabbatical leave after five years of service, and professional development.

### Primary tasks and areas of responsibility

- Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP)
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Manage all tax compliance and reporting obligations, including IRS Form 990 preparation, 1099 issuance to borrowers and vendors, and coordination with external tax advisors as needed
- Ensure necessary reporting for funders and tax returns
- Prepare all supporting information for the annual audit and liaise with the external auditors as necessary
- Document and maintain complete and accurate supporting information for all financial transactions in a manner that facilitates accessibility for audit preparation and the fulfillment of reporting requirements
- Routine reconciliation of bank and investment accounts
- Review monthly/quarterly results and implement variance reporting
- Oversee and review day-to-day accounting operations including general ledger, accounts payable, accounts receivable, and payroll administration; in a small organization, the FD may perform some of these functions directly or delegate and supervise staff performing them
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation
- Prepare and present financial reports for Finance Committee and Board of Directors meetings
- Support staff in financial reporting for Board Committees as appropriate
- Supervise direct reports and manage their recruitment, training, and coaching
- Oversee and support project managers' tracking and management of grants and reporting to funders
- Provide accurate and timely reporting on the financial activity of individual projects and/or divisions of Spruce Root



- Evaluate the need for new technology and make recommendations to meet the organization's financial data processing, control, and reporting requirements, and implement changes as appropriate
- Review and analyze financial information to recommend organizational growth and goals
- Support and train program staff in development and delivery of finance-related technical assistance
- Other duties as assigned

### Required knowledge, skills, and abilities

- Knowledge of nonprofit accounting, financial statements, and GAAP standards including fund accounting, restricted/unrestricted net assets, and OMB Uniform Guidance (2 CFR Part 200) for federal grant compliance
- Ability to work cooperatively and collaboratively with all levels of employees, management, external agencies and philanthropic/impact investment partners to maximize performance, creativity, problem solving, and results
- Demonstrated ability to function as a strategic financial partner to executive leadership, translating financial data into actionable organizational insights
- Strong acumen with budgeting and planning process
- Strong communication skills (written and oral) and ability to speak in public settings
- Acumen for organization and attention to detail
- Strong interpersonal and customer service skills
- Ability to be flexible and a self-starter
- Experience leading and managing financial staff and external relationships with auditors, investment advisors, banking institutions, and legal counsel; comfortable serving as the organization's primary financial representative
- Ability to manage multiple deadlines and be highly detail-oriented
- Capacity to build financial literacy across a small organization and train non-finance staff in budget management, grant compliance, and financial accountability
- Ability to excel in a fast-paced and dynamic environment

### Required education and experience

- Bachelor's degree in accounting, finance, or a related field required; advanced degree (MBA, MPA, or equivalent) a plus; or equivalent demonstrated experience in nonprofit financial leadership
- Experience with progressive financial responsibility managing finance and accounting functions of a non-profit organization
- Licensed Certified Public Accountant (CPA) preferred



- Knowledge of or experience with Community Development Financial Institutions (CDFI) preferred
- Strong technical skills and experience with accounting and timekeeping software, experience with Quickbooks Online, Gusto, and [Bill.com](https://www.bill.com) preferred

### Additional Requirements

- Valid driver's license
- Satisfactory completion of a background check
- Satisfactory completion of a reference check

### Working conditions:

- Standard 35-hour work week with occasional evening and weekend assignments
- The physical and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
  - Physical demands: While performing the duties of this job, the employee is required to walk, use hands to finger, handle objects, tools, or controls; reach with hands and arms; balance; stoop; bending or crouching; talk or hear. The employee must be able to lift/carry and/or move up to 30 pounds safely. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
  - Work environment: While performing the duties of this job, the employee is exposed to weather conditions and other elements prevalent at the time. The noise level in the work environment is usually minimal. This job requires regular travel in commercial planes, AMHS ferries, float planes, and twin engine planes.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### How to apply

Interested candidates should submit their applications as soon as possible. Application review and interviews will be held on a rolling basis, and the position will remain open until filled. There may be additional rounds of application reviews and interviews, as necessary.

To apply, send an email to [alana@spruceroot.org](mailto:alana@spruceroot.org) with the subject line "Finance Director – [YOUR NAME]."

In the email, please include the following as a single PDF attachment:



- Your resume
- 1-page cover letter explaining your interest in the organization and position
- List of 3 professional references with contact information and relationship to you
- Short answers to the following questions:
  - Where do you see yourself in 5 years and how will this position support you on that path?
  - Spruce Root conducts background checks, is there anything you want to share with us about your background?

In the body of the email, please also copy and paste the content of your short answers and include your name, phone number, and email address. As attention to detail is critical for success in this role, only applicants who follow these specific application guidelines will be considered.

With the goal of providing equal employment and advancement opportunities to all individuals, Spruce Root, Inc. bases its employment decisions on merit, qualifications, and abilities. Spruce Root, Inc. does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, marital status, pregnancy, or any other consideration made unlawful by federal, state, or local law. Spruce Root, Inc.'s commitment to equal opportunity employment applies to all persons involved in the operations of Spruce Root, Inc., and prohibits unlawful discrimination by any employee of Spruce Root, Inc., including supervisors and coworkers. Spruce Root is committed to fostering a workplace that reflects the communities we serve. As an equal opportunity employer, we ensure a fair and inclusive hiring process and welcome all qualified applicants.

For questions regarding the position or employment at Spruce Root, please reach out to Alana Peterson, Executive Director, at [alana@spruceroot.org](mailto:alana@spruceroot.org).