



Finance Director

Part-Time (20 hours per week)

Reports To: Executive Director

Compensation: \$40,000-\$50,000 DOE

Location: Remote (must be located within the U.S.)

About Us

Geos Institute is a dedicated team of professionals who build innovative systems to help communities access the support services they need to address the climate crisis regardless of their size, location, or wealth. Our team helps communities develop community-driven climate solutions that are equitable and sustainable.

Our primary focus is Climate Ready America, a nationwide system designed to ensure all U.S. communities—especially disadvantaged and capacity constrained communities—can access the funding, technical assistance, and strategic support needed to address the causes and impacts of the climate crisis.

Our board and staff are a team of dedicated, hard-working people who are personally committed to the Institute's mission. We value honesty, courage, tact, perseverance, respectful communication, and prudent risk-taking. When the pressure is on, we support one another. We hold ourselves to high professional standards while embracing experimentation and the valuable lessons that come from things not going as planned.

Our virtual office has a relaxed but productive atmosphere. While we generally work standard weekday hours, there is flexibility in when and how work gets done. We are committed to helping staff maintain a healthy balance between work and family life. We enjoy working together and take pride in accomplishing our organizational goals.

Position Overview

The Finance Director is responsible for all financial accounting and reporting as well as overseeing employee benefits administration. While this is a part-time position to start,

there is potential to grow with the organization as it expands its programming and funding sources over the next 12-24 months.

Primary Responsibilities

Accounting

- Manage all aspects of accounting – G/L, A/P, A/R, and Payroll
- Oversee all federal and state tax and corporate report filings
- Ensure all restricted funds are expended within restrictions
- Provide monthly financial reporting to Executive Director and Board of Directors
- Facilitate annual audit
- Provide financial reporting for grantors
- Troubleshoot challenges and connect in-state partners to appropriate resources

Cash Management

- Manage investments (mainly money market funds and T-bills)
- Ensure adequate funding available for current expenses
- Provide 6-month cash flow projections to Executive Director and Board of Directors

Employee Benefits

- Oversee benefits administration per organizational policies, including Health Insurance, Simple IRA, Paid Time Off, Workers Comp, and Flexible Spending Account plan
- Ensure compliance with federal and state benefits requirements

Insurance

- Manage organizational risk – D&O Insurance, Liability Insurance

Internal Controls, Budgets and Development

- Ensure that internal control policies and procedures are up-to-date and are complied with, especially as the organization expands
- Ensure grant agreements are adhered to according to their terms
- Work with development staff to explore innovative opportunities for revenue streams
- Assist with organizational and program budgeting processes

Contracts

- Oversee organizational contract execution and management process with assistance of legal counsel when necessary

Required Skills and Qualifications

- At least 7 years of accounting experience, with at least 3 years of non-profit or fund accounting experience
- Strong communication skills (written and verbal)
- Excellent organizational skills
- Proficiency with Microsoft Office and Quickbooks or other accounting software
- Comfortable working remotely while collaborating across time zones
- Self-motivated, curious, and able to problem-solve in dynamic situations
- Experience working in self-managed or collaborative team structures
- Comfortable working in an entrepreneurial environment
- Authorized to work in the United States

Preferred Skills and Qualifications

- Bachelors degree in Accounting or Business Administration
- Experience with public and/or private Capital Project Finance mechanisms

Compensation and Benefits

- Competitive salary commensurate with experience
- Benefits package includes health, dental, and vision insurance (dependent/family insurance covered in part by the Institute), a generous annual leave package, retirement plan, and opportunities for professional development

Commitment to Equity

The Geos Institute is committed to building a diverse team. We strongly encourage applications from people of color, LGBTQ+ individuals, people with disabilities, and members of other underrepresented groups.

Application Process

Applications will be reviewed as they are received, and all applications submitted by November 5, 2026, will be given full consideration.

To apply, please submit your resume and complete a brief set of application questions in lieu of a cover letter using the form at this link: <https://geosinstitute.org/about-us/careers/apply/>. Emailed applications will not be considered.