

Forest
ReLeaf
OF MISSOURI



**WE'RE
HIRING**

**JOIN OUR TEAM
WWW.MORELEAF.ORG**

FINANCE AND OPERATIONS DIRECTOR

This full-time leadership role will oversee Forest ReLeaf's financial management and operations during an exciting time of organizational growth as we increase tree equity and environmental stewardship across the State.

Ideal candidates are skilled in: strategic planning, budgeting, and team development skills.

If you are passionate about supporting a dynamic, mission-driven organization, we encourage you to apply!



Job Title: Finance and Operations Director

Organization: Forest ReLeaf of Missouri (St. Louis-based nonprofit)

Location: St. Louis, MO

Employment Type: Full-Time

Forest ReLeaf of Missouri is a nonprofit dedicated to empowering people and communities to cultivate a healthy, sustainable environment through tree planting and positive engagement. We are seeking a **Finance and Operations Director** to help lead and sustain our mission by overseeing financial management, operations, and strategic initiatives.

Position Overview

The Finance and Operations Director is a senior leadership role reporting to the Executive Director and responsible for managing Forest ReLeaf's financial operations, ensuring smooth and efficient internal processes. This position requires strong financial acumen, risk management skills, and the ability to collaborate to support strategic planning and long-term goals.

Key Responsibilities

Financial & Accounting Management

- Ensure accurate and timely financial record-keeping (accounts payable/receivable, general ledger, etc.).
- Prepare, analyze, and present monthly and year-end financial reports to the Executive Director and Board, following non-profit GAAP standards.
- Lead budgeting, cash flow, and banking activities.
- Act as the primary liaison to external contractors for the annual audit and tax filings, including Form 990.

Leadership & Staff Management

- Collaborate with staff partners and the Board of Directors to implement financial strategies aligned with the organization's mission.
- Participate in the development of funding proposals, project budgets, and new initiatives.
- Oversee the Office Manager and manage external consultants (legal, financial, HR, communications).

Risk & Contract Management

- Review and develop insurance policies, mitigate risk, and ensure compliance with contracts and procurement standards.
- Assist in contract negotiations and manage government contracts and restricted funds.

Human Resources

- Manage payroll functions and employee benefits.
- Ensure compliance with labor laws and employment practices.
- Support staff managers in performance evaluations and compensation reviews.
- Coordinate safety, first aid, and other staff training requirements.

Required Qualifications

- Minimum of 5 years of experience in financial management, ideally in a nonprofit setting with an annual budget over \$1 million.
- Strong knowledge of nonprofit financial reporting and accounting practices.
- Experience with government contracts and grant management.
- Proven leadership experience in managing teams and cross-functional collaboration.
- Strong analytical skills with the ability to communicate financial insights to diverse audiences.
- Proficiency with QuickBooks, Microsoft Office, and Paychex (or similar payroll software).
- Bachelor's degree in Business Administration, Finance, Accounting, or related field (Master's preferred); CPA designation is a plus.

Salary and Benefits

- Starting salary of \$65,000 - \$75,000 per year
- 100% coverage of individual health and dental insurance, with an option for vision insurance
- Three (3) weeks paid vacation
- 11 paid holidays, sick leave, and schedule flexibility
- 3% Simple IRA matching investment
- Supportive team atmosphere

To Apply:

Please submit a cover letter and resume to:

Meridith Perkins

Executive Director, Forest ReLeaf of Missouri

Email: mperkins@moreleaf.org

Forest ReLeaf of Missouri is an equal opportunity employer, committed to building a diverse team that reflects the strength of our mission and the communities we serve. We welcome candidates from all backgrounds to apply.