



**Title/Role:** Finance Director  
**Reports to:** President and CEO  
**Department:** Finance  
**Type:** Exempt  
**Location/Base:** Baltimore  
**Salary Range:** \$80,000-\$90,000

### **ORGANIZATION PROFILE**

The Oceanctic Network (the Network) envisions a thriving ocean renewables industry powering strong economies. Our collaborative nonprofit network advances the ocean renewables market and builds a robust supply chain of local companies. We partner with private industry and government agencies to build a resilient supply chain to create and sustain jobs, benefit local economies, and ensure cost-effective clean energy. We advance our mission by connecting developers, policymakers, academics, and community and workforce leaders through events, education, digital tools, and policy initiatives to grow the vital offshore wind and ocean renewables sectors.

### **POSITION OBJECTIVE**

The Finance Director oversees day-to-day financial management, including budgeting, forecasting, and financial reporting. This role ensures accurate, timely, and compliant financial management. The Finance Director is responsible for overseeing day-to-day accounting functions, preparing for month-end close, and supporting audit readiness while serving as the key liaison to external accounting firm. The position strengthens internal financial capacity, improves data integrity, and contributes to sound fiscal planning. This is a non-remote position.

### **POSITION RESPONSIBILITIES**

- Lead month-end close process in coordination with external accountant; prepare journal entries, pre-close reconciliations, and supporting schedules.
- Manage internal review of budget-to-actuals; compile variance explanations with department leads.
- Oversee A/R aging review, deferred revenue tracking, and credit card reconciliation.
- Enter, code, and reconcile A/P and A/R transactions
- Monitor cash balances, deposits, and short-term investments.
- Develop and maintain financial SOPs for accounting processes.
- Prepare quarterly financial reports and dashboard data for Board and Leadership.
- Support grants financial compliance: invoicing, revenue recognition, post-award monitoring.
- Monitor and update project budgets (e.g., IPF, grants) on a weekly basis by logging expenses and revenue, reconciling actuals against projections, and flagging variances.
- Coordinate with internal teams to ensure accurate coding, timely invoicing, and alignment of expenditures with program objectives.
- Finalize budget close-outs and deliver comprehensive financial reports to senior leadership, including reconciliations, key insights, and lessons learned.

- Coordinate with SC&H and DeLeon & Stang for annual audit fieldwork and document submission.
- Assist in the development of the annual budget and multi-year financial forecasts.
- Work with senior leadership on budget forecasting.
- Handles sensitive personnel and organizational information with discretion, professionalism, and confidentiality
- Manage financial system user access and internal controls in collaboration with IT.
- Leverage emerging technologies, including AI, for efficiency, process and organization improvement.
- Track digital metrics and campaign performance.
- Implement continuous improvement by integrating new best practices and lessons learned to strengthen processes and overall organizational performance.
- Perform other assigned duties.

### **EDUCATION AND EXPERIENCE**

- Bachelor's degree in Accounting, Finance, or related field.
- 5+ years of nonprofit or fund accounting experience.
- Strong knowledge of GAAP, grant compliance, and financial systems (Sage Intacct preferred).
- Proficiency with Excel, Salesforce, Expensify and Bill.com.
- Excellent attention to detail, communication skills, and ability to meet deadlines.
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint, and Teams), and virtual meeting platforms such as (Zoom, WebEx, and GoToMeeting) as well as the ability to learn new systems relevant to the Network, e.g. Salesforce
- Strong technology skills and with ability to adapt to new systems as a fast learner
- Demonstrates discretion and integrity when managing confidential data and organizational matters.
- Ability to navigate volatility, uncertainty, complexity, and ambiguity

### **BENEFITS AND COMPENSATION:**

The salary range for this position is commensurable with experience. For full-time, benefit eligible employees, the Network offers an excellent range of benefits including:

- Medical Insurance
- Dental and Vision Benefits
- Employee Life Insurance
- Employee Short- & Long-Term Disability
- Paid Vacation
- Generous paid leave
- 401K Plan

### **WORKING CONDITIONS**

- Work is in an office environment

The Oceanic Network provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Business Network for Offshore Wind complies with applicable state and local laws governing nondiscrimination in employment in every location in which we employ

staff. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.