

Finance and Operations Manager

Symbiosis Coalition | Remote (U.S. based) | Start date: As soon as possible

Would you like to apply? Submit your cover letter and resume to careers@symbiosiscoalition.org.

Be a force multiplier for climate action.

Symbiosis Coalition is an advance market commitment by Microsoft, Meta, Google, Salesforce, McKinsey, Bain and REI to accelerate the next generation of high-integrity nature-based carbon removal. Launched in May 2024, Symbiosis brings together corporate sustainability leaders to send a clear demand signal, clarify what makes a high-integrity project, and translate that demand signal into bankable offtake agreements designed to unlock financing at scale.

We're a small, fast-moving, mission-driven team with big ambition, and we're just getting started.

The Role

This is a great opportunity for a sharp, driven early-career professional looking to grow inside a fast-moving climate organization. As Finance and Operations Manager, you'll work closely with the Director of Operations to support Symbiosis' financial and operational needs including budget tracking, financial reporting, and managing invoices and expenses with funders and partners. You'll drive day-to-day workflows that keep the organization running: managing invoices, maintaining systems, and surfacing insights to leadership. Beyond the core finance and operations work, you'll have the chance to drive strategic projects, advancing Symbiosis' portfolio management capabilities, building out systems and processes, and leveraging AI tools.

As an early-stage organization, we also value a generalist mindset: you'll pitch in across HR coordination, vendor management, and other needs as the organization grows. We're building this in real time, and we want someone who will bring ideas to the table and help us put them into practice.

What You'll Do

- **Drive Financial Planning and Reporting:**
 - Maintain the operating budget and support budgeting process.
 - Maintain and improve systems to track and regularly report on key financial metrics, including: cash flow, burn rate, variance vs. budget, etc.
 - Prepare financial reports and presentations for Symbiosis management and Board.

- Support tax, bookkeeping, and other service providers with compliance.
- **Advance Key Strategic Projects related to Symbiosis Finance and Operations**
 - Build out key systems and processes to streamline Symbiosis operations, including the use of next generation AI tools where applicable
 - Lead strategic efforts to advance the next level of Symbiosis diligence, portfolio management and member management systems
- **Provide Expense and Operational Oversight:**
 - Manage expense approvals, requiring a strong understanding of project-level operations.
 - Escalate judgment calls on expenses as needed.
 - Proactively surface opportunities to reduce costs, increase efficiency, and manage risk.
- **Drive Revenue Management:**
 - Manage all invoicing and reporting to ensure bills are paid in full and on time
 - Maintain systems to track invoicing and communicate status and changes to internal and external stakeholders
- **Support Project Portfolio Management:**
 - Communicate with carbon project developers on reporting requirements and timelines
 - Synthesize project information for internal and external stakeholders
 - Collaborate with technical and commercial teams on post-contracting deliverables
- **Wear Many Hats**
 - Ensure high-quality, on-time delivery of internal operational and financial deliverables and communications
 - Support internal policy and systems development, maintenance, and data management
 - Pitch in wherever the team needs it, whether that's supporting a board meeting, onboarding new hires, or solving an operational problem no one's tackled yet
 - Support the continuous improvement of Symbiosis operations

Who You Are

You're sharp, proactive, and hungry to do meaningful work. You've built real skills in finance or operations and you're ready to apply them in a dynamic, fast-paced, and collaborative environment where your actions have real impact.

You might be a fit if:

- You have 2-5 years of **financial, bookkeeping, operations, consulting, and/or accounting experience**; experience with non-profit finances and reporting are a plus
- You bring **strong organizational and analytical skills** and are comfortable navigating financial models, invoices, accounts, and different systems with a strong attention to detail

- You're a **self-starter who can run workflows independently, thrives in ambiguity** and is excited about improving processes and operational efficiency and organization
- You are skilled at managing various timelines and workstreams and working with both internal and external stakeholders
- You're a team player who finds satisfaction in rolling up sleeves where needed and you bring energy and care to every task, big or small
- You are **highly proficient in Microsoft Office including Excel**
- Familiarity with QuickBooks, Ramp, Google Workspace preferred
- **Bachelor's degree preferred** or equivalent work experience

Why Join Us

- **Create meaningful climate impact** by joining a team accelerating the next generation of restoration projects - in ways that are measurable, scalable, and grounded in science.
- Work alongside **top-tier climate leaders and companies** at a critical moment for nature and climate.
- Join a **lean, entrepreneurial team** with a culture of excellence, integrity, collaboration, and learning, and the desire to build boldly.
- Enjoy **remote work flexibility**, a mission-driven culture, and the chance to make a lasting impact.

Compensation and Benefits Disclosure

The anticipated salary range for this position is \$110,000 to \$140,000, depending on qualifications and location. This role is eligible for employer-paid health insurance, 401(k) and employer matching, paid time off, and parental leave.

Equal Opportunity Statement

We are an equal opportunity employer and strongly encourage applicants from all backgrounds to apply. We prohibit discrimination and harassment of any kind based on race, color, religion, sex (including pregnancy, gender identity or expression), sexual orientation, national origin, disability status, age, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

Remote Work Eligibility

This position is open to applicants residing in the United States. Candidates must have the right to work in the United States and reside in the United States during their employment with Symbiosis Coalition.

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