



NORTHCOAST REGIONAL LAND TRUST

Application Packet for the position of: **Bookkeeper/Office Manager**

The Northcoast Regional Land Trust is seeking a hard-working, organized and collaborative Bookkeeper/Office Manager for a dynamic nonprofit organization focused on land conservation projects in northwestern California.

For more information, please visit: www.ncrlt.org

Availability: Position available immediately

Location: Northcoast Regional Land Trust's office in Arcata, California

Hours: 30-40 hours per week

Pay Rate: \$18-\$23 per hour, depending on experience

Benefits: 11 paid holidays and two weeks paid vacation per year; paid sick leave; eligibility for enrollment in NRLT's health insurance plan or benefits stipend; up to 3% matching contribution for retirement plan.

Completed packets must be submitted by 5:00 p.m., Wednesday, October 21, 2020

Position Summary:

The Bookkeeper/Office Manager is responsible for properly recording, reporting and processing the Northcoast Regional Land Trust's financial transactions in accordance with established accounting procedures, supporting administrative and human resource functions, and contributing to the uninterrupted operations through IT and general office management. The Bookkeeper/Office Manager works under the direction of NRLT's Executive Director.

Essential Job Functions:

1. Bookkeeping/Financial
 - Perform moderately complex QuickBooks accounting and financial support
 - Monitor the appropriate use of account numbers; assure the appropriate classification and recording of financial transactions
 - Maintain financial records in compliance with prescribed accounting policies and procedures and consistent with generally accepted accounting principles
 - Coordinate monthly and fiscal year-end schedules and deadlines for accounting activity; prepare interim and annual financial statements and reports
 - Develop, prepare, track and report on financial documentation, grants, and budgets
 - Manage all accounts payable and accounts receivable, including pursuit and follow-up of unpaid balances
 - Prepare, assemble and verify necessary forms, documentation and approvals for accounting transactions; pay bills and make bank deposits
 - Monitor and manage bank and investment accounts; prepare monthly account reconciliation including petty cash, checking account, and investment accounts
 - Prepare and process payroll transactions, and applicable Federal and State payroll tax returns; maintain and balance payroll related general ledger accounts

- Maintain and reconcile invoices and payments to vendors for employee benefits
 - Track all assets and dispositions of NRLT property; prepare and file all required reports to Humboldt County Tax Assessor's Office
 - Allocate agency and departmental overhead
 - Provide accounting information and analysis to other staff and external parties
2. Administrative Support/Clerical
- Manage day-to-day operations of the office; including ordering supplies, general upkeep of office equipment, and maintaining an orderly office environment
 - Manage payroll, budget, personnel, and client information with appropriate sensitivity, discretion, and confidentiality
 - Oversee the timely submission of required forms for all new and existing employees including I-9 forms, W-4s, EDD forms, and Personnel Manual form
 - Oversee the timely submission of required forms for all subcontractors, including current contracts, W-9 form, and certificates of insurance
 - Oversee administration of organization's health insurance plans for employees
 - Oversee administration of organizational insurance including general liability, property, vehicle, worker's comp, D&O and volunteer accident insurance; oversee additional insured certificates and manage insurance claims as needed
 - Maintain and ensure the organization of office records, files, mailings lists, and general administrative procedures
 - Maintain up-to-date financial management manual, office procedures manual, and Standards & Practices manual
 - Assist staff with and train new employees about office and fiscal management tasks
 - Answer phone, email, & mail correspondence and deliver clear, timely messages to staff; receive and process incoming mail and deliveries, manage outgoing mail
 - Provide support to the Executive Director regarding the Board of Directors, including updating board lists and compiling board materials
 - Maintain organization documents such as NRLT schedule of events, calendar, contact sheets, board and advisor orientation packets, Guide for Landowners, etc.
 - Assist staff in resolving technology issues and serve as point of contact with contracted technology assistance
3. Outreach & Development
- In coordination with the Outreach & Development Director, manage donor database, record contributions, produce reports, and assist with maintaining database manual
 - In coordination with the Outreach & Development Director, assist with preparation and writing of outreach materials and donor communications (mailings, newsletter, thank you letters, brochures, website, press releases, and Constant Contact email communications); update website and social media on a regular basis
 - Assist with coordination of fundraising events, workshops, and outreach events
4. Other duties as assigned

Organizational Responsibilities:

- Attend and participate in relevant staff, Board and/or committee meetings
- Participate in staff development activities/trainings as needed to complete job duties or as required by the Executive Director
- Responsible for developing and maintaining positive, effective working relationships with fellow staff, volunteers and Board members

Minimum Requirements:

The Bookkeeper/Office Manager must possess the combination of educational training, employment experience and technical abilities necessary to carry out the duties outlined in this job description. An ideal candidate will have previous experience in nonprofit fiscal work. The Bookkeeper/Office Manager must also have:

- Two years of experience and/or education in business office functions, accounting, finance, or related field
- Ability to work with sensitivity and without discrimination towards peoples of diverse cultures, races/ethnicity, socio-economic positions, ages, religions, genders, physical/mental challenges/disabilities, and sexual orientations
- A genuine interest and enthusiasm for private voluntary land conservation
- Ability to communicate effectively, verbally and in writing, to a diverse range of audiences
- Excellent organizational skills, strong attention to detail, and good problem-solving skills
- Ability to show initiative and share decision-making with co-workers
- Demonstrated ability to work under pressure to meet strict deadlines
- Solid bookkeeping experience and understanding of accounting principles
- Experience with QuickBooks or other accounting software, preferably including a full working knowledge of the payroll, “Class Tracking” and “Customer:Jobs” features
- Excellent computer skills including: database management, word processing, spreadsheet creation and maintenance, experience with PC computer systems, and use of the internet for research and communication
- Knowledge and experience with various computer programs including Microsoft Office Suite (particularly Excel and Word) and Adobe Acrobat Pro
- Ability to perform job duties with a high degree of self-direction and with minimal supervision
- Ability to maintain a professional, collaborative, and confidential work environment
- A valid California Driver’s License and current auto insurance
- Ability to arrange transportation for bank deposits, mail pick-up/delivery, and attending various meetings and appointments that may be required in the performance of the job

Physical Requirements:

- Must be able to sit (or stand) at a computer and type for extended periods of time
- Light lifting – up to 50 pounds on occasion

Supervision of Others:

- May be responsible for overseeing volunteers, interns, and staff

How to Apply for the Position:

Applicants must submit the following electronically as a single, combined PDF to d.ehresman@ncrlt.org by 5:00 p.m. on Monday, October 21, 2020:

1. Application cover sheet (see attached)
2. A brief cover letter
3. Resume
4. Additional supporting documents (OPTIONAL: not to exceed two pages)



NORTHCOAST REGIONAL LAND TRUST

APPLICATION COVER SHEET

GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Primary Telephone ()
Address (Mailing Address)	(City)	(State)	(Zip) Other Telephone ()
E-Mail Address	Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		

POSITION

Bookkeeper/Office Manager	
I understand that this position may require driving and I am able to furnish a valid driver's license and proof of auto insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No	Work Start Date (<i>When will you be available to start work?</i>):
How did you hear about this position?	Salary desired for this position:

I hereby certify that all entries on this job application and any attachments are true and complete. I also agree and understand that any falsification this information may result in my forfeiture of employment. I understand that all information on this job application is subject to verification and I agree that you may contact references and educational institutions listed on this application.

Signature of Applicant _____ Date _____

Special Considerations: Due to COVID-19, the Northcoast Regional Land Trust's office remains closed to the public with most employees working remotely. Employees in positions requiring the use of the office, such as the Office Manager, as well as employees conducting NRLT business outside their own home, are required to follow NRLT-adopted policy based on Federal, State, and local health guidance including physical distancing, use of a facial covering, and hygiene protocols.