



NORTHCOAST REGIONAL LAND TRUST

Application Packet for the position of: **Finance and Administration Manager**

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

For more information about the Northcoast Regional Land Trust, please visit: www.ncrlt.org

Availability: Position available April 1, 2020

Hours: 24-40 hours per week (negotiable)

Pay Rate: \$20-\$26 per hour, depending on experience

Benefits: 13 paid holidays, two weeks paid vacation per year; paid sick leave; eligibility for enrollment in organization's health insurance plan or benefits stipend; up to 3% matching contribution for retirement plan.

Position open until filled. First review date of applications: Monday, March 29, 2021.

Position Summary:

This position will support the Executive Director and staff by providing financial, operational, and human resources functions as assigned. The Finance and Administration Manager is responsible for properly recording, reporting and processing the Northcoast Regional Land Trust's financial transactions, leading administrative and human resource functions, and contributing to uninterrupted operations through IT and general office management.

Essential Job Functions:

1. Bookkeeping/Financial

- Oversee the appropriate classification and recording of financial transactions
- Work with accountant to maintain financial records in compliance with NRLT's accounting policies and procedures and consistent with generally accepted accounting principles
- Coordinate monthly, quarterly, 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
- Oversee preparation and processing of payroll transactions, and applicable Federal and State payroll tax returns
- 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

- Oversee preparation and submittal of sales tax reports with the State Board of Equalization
 - Allocate agency and departmental overhead
 - Provide accounting information and analysis to other staff and external parties; coordinate annual audit activity
2. Administrative/Operations
- Manage day-to-day operations of the office; including ordering supplies, general upkeep of office equipment, and maintaining an orderly office environment
 - Manage 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 contractors, including current contracts, W-9 form, and certificates of insurance
 - Oversee administration of organization's health insurance and retirement 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; manage insurance claims as needed
 - Oversee information technology and serve as point of contact with contracted IT support
 - Maintain and ensure the organization of office records, files, mailings lists, and general administrative procedures
 - Oversee and maintain up-to-date financial management manual, office procedures manual, Standards & Practices, and policy manual
 - Stay up to date on, and oversee compliance with, state and federal employment law
 - Assist supervisors with onboarding new employees including setting up work station, email, and server access; 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.
3. 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

Qualifications:

The Finance and Administration Manager will 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 Finance and Administration Manager must also have:

- A genuine interest and enthusiasm for conservation of wild and working lands
- Ability to work with sensitivity and without discrimination towards peoples of diverse perspectives, cultures, races/ethnicity, socio-economic positions, ages, religions, genders, physical/mental challenges/disabilities, and sexual orientations
- Minimum two years of experience and/or education in business office functions, accounting, finance, or related field
- 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 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

Physical Requirements and Travel:

- Able to work on a computer for up to 8 hours a day, including sitting (or standing) at a desk for extended periods; to read a computer screen; and manual dexterity to operate a keyboard
- Able to occasionally lift objects weighing up to 30 pounds
- 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

Supervision of Others:

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

Location:

- At NRLT’s office in Arcata, California

How to Apply for the Position:

Position open until filled. First review date of applications: Monday, March 29, 2021.

Applicants must submit the following electronically as a combined PDF to d.ehresman@ncrlt.org:

1. Application cover sheet (see attached)
2. A brief cover letter
3. Resume
4. List of at least three professional references
5. 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

Finance and Administration 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, 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.