



# NORTHCOAST REGIONAL LAND TRUST

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

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

For more information about NRLT, please visit: [www.ncrlt.org](http://www.ncrlt.org)

**Availability:** Position available September 21, 2020

**Hours:** 30-34 hours per week

**Pay Rate:** \$17-\$22 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 monthly health care stipend; up to 3% matching contribution for retirement plan.

**Completed application packets must be submitted by  
5:00 p.m., Monday, September 7, 2020**

## **Position Summary:**

Under the direction of the Northcoast Regional Land Trust's Executive Director, or their designee, the Office Manager/Bookkeeper is responsible for supporting operations, fiscal management, and administrative functions. The Office Manager must possess a solid understanding of office procedures, bookkeeping, and an ability to proactively identify and address operational problems. The Office Manager is self-directed; detail oriented and excels at working with and assisting other NRLT staff with administrative tasks.

## **Essential Job Functions:**

1. Administrative/Clerical
  - Manage day-to-day operations of the office; including ordering supplies, general upkeep of office equipment, and maintaining an orderly office environment
  - Assist management staff with payroll, budget, personnel, and client information with appropriate sensitivity, discretion, and confidentiality
  - Assist the Executive Director to develop, prepare, track and report on financial documentation and budgets
  - Assist the Executive Director with QuickBooks accounting and related communications with accountant and auditor
  - Manage and process invoices; assist management staff with grant tracking, project-specific invoicing, and reporting
  - Maintain documentation and approvals for vendor and consultant invoices and payments
  - Manage all accounts payable and accounts receivable, including pursuit and follow-up of unpaid balances
  - Prepare purchase request forms for Executive Director approval and pay bills bi-weekly

- Prepare deposit approval forms for Executive Director and make bank deposits
  - Reconcile accounts, including petty cash, checking account, and investment accounts
  - Maintain and ensure the organization of office records, files, mailings lists, and general administrative procedures
  - 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 sort incoming mail and deliveries, and manage outgoing mail
  - Initiate business correspondence and handle miscellaneous errands
  - Participate in staff meetings; assist with note-taking and meeting facilitation as needed
  - 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, 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
  - Maintain financial management manual and office procedures manual; update as needed
  - Provide other administrative support as necessary, including scheduling group meetings, maintaining calendars, doing research, and creating reports
2. Development
- Prepare Constant Contact email communications
  - Assist with preparation of mailings and other donor communications
  - Record contributions in donor database and produce thank you letters and reports
  - Assist with the maintenance of a database manual
  - Assist with coordination of fundraising events
3. Outreach
- Assist with preparation and writing of outreach materials (letterhead, mailings, newsletter, brochures, website, and press releases)
  - Assist with coordination of workshops and other outreach events throughout the year
  - Update website and social media on a regular basis, with guidance from the Outreach and Development Director
  - Produce new outreach/education content – video, stories, e-news pieces, etc. – with guidance from the Outreach and Development Director
4. Other duties as assigned

### **Minimum Requirements:**

- Two years of experience and/or education in business office functions, accounting, finance, or related field.
- A genuine interest and enthusiasm for private voluntary land conservation
- Appreciation of diverse land issues and landowner views
- Ability to work alongside people with diverse backgrounds
- Strong organizational skills and attention to detail
- Communicate effectively, verbally and in writing, to a diverse range of audiences.
- A self-starter with the ability to initiate and follow through on a variety of tasks to achieve Land Trust goals

- 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, especially Microsoft Excel, Adobe Acrobat, and Adobe Creative Suite or Canva.
- Bookkeeping experience and understanding of accounting principles; experience with QuickBooks or other accounting software
- Creative approaches to problem-solving from both an individual and team approach
- An ideal candidate will also have experience in non-profit organizations and managing projects funded by public agencies

**Ability To:**

- Perform job duties with a high degree of self-direction and with minimal supervision
- Communicate/relate with individuals of diverse cultures, philosophical views, income levels and communication skills
- Conduct self in professional, courteous and cooperative manner at all times, and maintain a professional standard regarding NRLT's Personnel Policies and Procedures
- Operate in accordance with NRLT's standards and practices
- Maintain a professional, confidential work environment
- Establish and maintain personal and programmatic boundaries while providing support services

**Physical Requirements:**

- Must be able to sit at a computer and type for extended periods of time
- Light lifting – 20 lbs. +/- on occasion

**Other Requirements:**

- Possession of valid California Driver's License and current auto insurance

**Supervision of Others:**

- May be responsible for overseeing volunteers, interns, and staff as directed by the Executive Director

**Location:**

- At NRLT's office in Arcata, CA

**How to Apply for the Position:**

*Applicants must submit the following electronically as a combined PDF to [d.ehresman@ncrlt.org](mailto:d.ehresman@ncrlt.org) by 5:00 p.m. on Monday, September 7, 2020:*

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

<b>Office Manager/Bookkeeper</b>	
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	<b>Work Start Date</b> ( <i>When will you be available to start work?</i> ):
<b>How did you hear about this position?</b>	<b>Salary desired for this position:</b>

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.