



NORTHCOAST REGIONAL LAND TRUST

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

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

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

Availability: Position available November 1, 2023

Status: Part-time, 16-20 hours per week (negotiable)

Starting Pay Range: \$24-\$28 per hour, depending on experience

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

Staff at NRLT enjoy a flexible schedule, excellent benefits, and an engaging work environment. Staff are supported by, and get the opportunity to work with, a dynamic community of volunteers, landowners, and other land trust partners. We recognize that diverse teams make the strongest teams and encourage people from all backgrounds to apply.

Position open until filled. First review date of applications: Friday, November 3, 2023.

About the Northcoast Regional Land Trust

The Northcoast Regional Land Trust (NRLT) is an accredited land trust based in Arcata, California. Since its founding in 2000, NRLT has protected over 60,000 acres of forest, farms, oak woodlands, wetlands, and range – lands that sustain our human communities, support rural livelihoods, and safeguard important habitats. We also seek to connect more people with wild and working landscapes, support our region's producers, and inspire the next generation of land stewards.

With more land conservation projects in the works than ever before, and thriving education and outreach programs, we are looking forward to welcoming new team members to help carry this work forward and grow the organization.

Position Summary:

This position will support the Executive Director and staff by providing financial, operational, and human resources functions as assigned. The Finance & 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**

- Work with contract bookkeeper to ensure timely completion of tasks including processing payroll, paying taxes, and reconciling accounts.
- Work with accountant to maintain financial records in compliance with NRLT's accounting policies and procedures and consistent with generally accepted accounting principles in preparation for annual financial audit.
- Manage all accounts payable and accounts receivable, including bill payment, invoicing, pursuit of unpaid balances, and bank deposits.
- Prepare, assemble and verify necessary forms, documentation and approvals for accounting transactions; oversee allocation of agency and departmental overhead.
- Develop, prepare, track and report on financial documentation, grants, and budgets.
- Monitor bank and investment accounts and prepare QuickBooks for reconciliation.
- Track all assets and dispositions of NRLT property; prepare and file all required reports to Humboldt County Tax Assessor's Office.
- Prepare submittal of sales tax reports in coordination with contract bookkeeper.
- Provide accounting information and analysis to other staff and external parties.

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.
- Stay up to date on, and oversee compliance with, state and federal employment law.
- Oversee the timely completion and filing of required documents for all new and existing employees.
- Oversee the timely submission of required forms for all contractors.
- Oversee administration of employee benefits.
- Oversee administration of organizational insurance.
- 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.
- In coordination with the Executive Director, oversee and maintain up-to-date financial management manual, office procedures manual, Standards & Practices, and policy manual.
- Assist supervisors with onboarding new employees.
- Oversee general phone, email, and mail correspondence; ensure communications are handled in a respectful, clear, and timely manner.
- Provide support to the Executive Director regarding the Board of Directors, including updating board lists and compiling board materials.
- Oversee maintenance of organization documents such as NRLT calendar, contact sheets, board and advisor lists, and orientation packets.

3. Other duties as needed or assigned.**Organizational Responsibilities:**

- Professionally represent NRLT in a variety of settings and situations.
- Develop and maintain positive, effective working relationships with fellow staff, donors, Board members, contractors, and other community partners.
- Establish and maintain effective financial and administrative procedures including adherence to adopted policies, standards and practices.
- Attend and participate in relevant staff, Board and/or committee meetings.
- Participate in staff development activities and trainings.
- Manage organizational, personnel, and donor information with appropriate sensitivity, discretion, and confidentiality.

Qualifications:

The Finance and Administration Manager will possess the combination of education, experience, skills, and abilities necessary to carry out the duties of this position. An ideal candidate will 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 three years of experience in business and/or nonprofit office functions, accounting, finance, or related field.
- Solid bookkeeping experience and understanding of accounting principles.
- Experience with QuickBooks or other accounting software.
- Excellent organizational skills, strong attention to detail, and good problem-solving skills.
- Ability to perform job duties with a high degree of self-direction and minimal supervision.
- Ability to maintain a professional, collaborative, and confidential work environment.
- Ability to communicate effectively, verbally and in writing, to a diverse range of audiences.
- Demonstrated ability to work under pressure to meet strict deadlines.
- Excellent computer skills including database management, word processing, spreadsheet creation and maintenance, and use of the internet for research and communication.
- Familiarity with Windows OS, Microsoft Office (particularly Excel and Word) and Adobe Acrobat Pro.
- Experience with grant writing and grant management a plus.

Physical Requirements and Travel:

- Able to remain in a stationary position for extended periods; to read a computer screen; and manual dexterity to operate a keyboard.
- Able to occasionally move or transport 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: Friday, November 3, 2023.

Applicants must submit the following via email, ideally as a combined PDF, to d.ehresman@ncrlt.org:

1. Application cover sheet (see attached)
2. Cover letter
3. Resume
4. List of at least three professional references
5. OPTIONAL: Additional supporting documents (not to exceed two pages)



NORTHCOAST REGIONAL LAND TRUST

APPLICATION COVER SHEET

Position: Finance & Administration Manager				
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				
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?				

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 _____