



NORTH OLYMPIC  
Land Trust



Farms • Fish • Forests

## **Administrative and Finance Assistant**

*Jefferson and North Olympic Land Trusts are non-profit organizations dedicated to the conservation of the natural areas and working lands that define and sustain the communities of the North Olympic Peninsula. Together, we are seeking candidates for a position that will provide financial support for Jefferson Land Trust and administrative support for North Olympic Land Trust.*

### **Position Summary**

The administrative and finance assistant is a full-time non-exempt position supporting the smooth functioning of the land trusts in Jefferson and Clallam counties by providing administrative support in areas of office management, finance, information technology, human resources and fundraising.

Based primarily in Port Angeles, Washington, this position will work with both organizations as an employee of Jefferson Land Trust. During the hiring process, a schedule for supporting the Jefferson Land Trust office in Port Townsend will be discussed. This position will report to finance director and work in direct collaboration with the executive director at North Olympic Land Trust.

The successful candidate will be a highly organized, self-motivated and detail-oriented individual who is eager to contribute and excel in a dynamic work environment. While this position is based in Port Angeles, working in the Port Townsend office will be required on a regular basis.

### **Essential functions:**

#### *Administrative support at North Olympic Land Trust (30%)*

This position will act as the glue that holds the general operations of North Olympic Land Trust together by:

- Keeping office technologies running smoothly, including standard office systems and backups, and supporting other users with specialized systems such as SalesForce and ArcGIS,
- Maintaining server and hard-copy-based records of all board and committee meetings,
- Supporting the logistical aspects of the organization's fundraising and outreach activities in partnership with the development director and community engagement specialist,
- Creating and managing a cost-effective budget for office equipment and supplies, and
- Maintaining office records, files and storage of written and computerized information as required by the Land Trust's records policy.

#### *Finance support (70%)*

This position will support the financial operations of both organizations, in slightly different ways. Responsibilities will include:

- Coordinating the accounts receivable and payable process in partnership with the finance director and volunteer accounting assistant, utilizing the QuickBooks accounting system,
- Assisting the finance director with compliance on audit and IRS requirements,
- Maintaining all financial files, hardcopy and electronic,
- Assisting the finance director in maintaining necessary registrations and insurance policies,
- Assisting the finance director with policy and procedures maintenance and updates,
- Assisting the finance director with providing assistance for payroll outsourcing, and
- Maintaining confidential files on employees and projects.

As with all positions, there will also be expectations to attend relevant trainings and conferences and to be assigned special projects.

**Qualifications:**

- Passion for the work and mission of Jefferson and North Olympic Land Trusts,
- College degree and/or relevant experience,
- 2-year minimum professional office experience,
- Strong computer skills including QuickBooks, Microsoft Office, Google apps and google domain management, and with computer hardware and networks,
- Experience with constituent relations management system, preferably Salesforce,
- General understanding of business finance, preferred non-profit finance and training in basic accounting and accounting systems,
- Excellent oral and written communication skills,
- Ability to work well in a small office/team atmosphere,
- Ability to work effectively with staff, volunteers, board members, committees and the general public,
- Ability to manage multiple deadlines and work in multiple locations, and
- Ability to maintain confidentiality with sensitive materials.

**Physical Requirements**

The working environment for this position is primarily in an office setting. However, individuals will be expected to occasionally travel to off-site locations, attend meetings and other job related activities. Office duties are usually sedentary in nature, but field work may require moderate physical activity.

**Compensation**

Commensurate with experience. Benefits include health insurance, disability insurance, paid holidays, vacation, sick leave and retirement.

**How to Apply**

Qualified candidates should email their resume and cover letter to [opportunities@northolympiclandtrust.org](mailto:opportunities@northolympiclandtrust.org). No phone calls, faxes, or recruiters please.

Position is open until hired, however initial candidate review will begin on June 18, 2018.