



NORTH OLYMPIC
Land Trust



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Finance Director

Jefferson Land Trust and North Olympic Land Trust are non-profit organizations dedicated to the conservation the natural areas and working lands that define and sustain the communities of the North Olympic Peninsula. Together, we are seeking candidates for a shared finance director position.

Position Summary

The finance director is a permanent full-time position responsible for the financial systems, accounting, budgeting, reporting, and long-range financial planning of both Jefferson Land Trust and North Olympic Land Trust.

Based in Port Townsend and Port Angeles, Washington, the finance director will work with both organizations as an employee of Jefferson Land Trust. The finance director will report to the Jefferson Land Trust executive director and collaborate closely with the executive directors, finance staff and committees of both organizations. The finance director will supervise a finance assistant at Jefferson Land Trust, and have the support of the office manager and volunteer finance assistant at North Olympic Land Trust.

While it is expected that this position will spend time each week in both Port Townsend and Port Angeles, Washington, working from home on a regular basis is possible.

The finance director is expected to provide leadership and vision for financial aspects of both organizations while personally implementing many of the day-to-day financial functions.

Principal duties and responsibilities

General Financial Management

- Work in partnership with board treasurers and outside resources to manage the administration of Jefferson Land Trust and North Olympic Land Trust's financial processes and reporting,
- Work with the executive directors, program and fundraising staff, to develop annual operating budgets for Jefferson Land Trust and North Olympic Land Trust,
- Work with the treasurer and others to prepare the annual budget for Board approval and to assure proper use of funds for operations and programs,
- Prepare regular financial reports for board review and for management,
- Coordinate annual independent financial review or audits,

- Ensure the Jefferson and North Olympic Land Trusts abide by their policies and adhere to practices developed to obtain and maintain accreditation with the Land Trust Accreditation Commission,
- Prepare and analyze accurate financial reports: monthly (revenue/expense; balance sheet), quarterly (budget-to-actual comparison), end of year financial statements and 990s, and grants or other reports as needed,
- Manage the tracking and release of temporarily restricted funds and deferred revenue,
- Reconcile financial accounts on monthly basis including reconciling financial records with donor management databases,
- Develop long-term financial projections, analysis and modeling,
- Provide direction, coaching and leadership to administrative staff who assist with duties related to financial management,
- In consultation with executive directors and program management develop, implement, and maintain effective financial/accounting policies, procedures, and internal controls, in compliance with GAAP,
- Act as primary payroll/ACH approval and bank administrator with check signing responsibility.

Conservation Project, Grant and Other Administrative Support

- Develop standardized processes, tools and templates for project budgets; support program staff in development and management of restricted grant budgets,
- Oversee and recommend strategies and/or options for investment of Jefferson Land Trust and North Olympic Land Trust funds,
- Manage insurance policies.

Other Duties

- Provide staff support to the treasurers and the finance committees of both organizations,
- Participate in fundraising and other outreach events as needed,
- Other duties as assigned.

Qualifications

- Passion for the work of Jefferson Land Trust and North Olympic Land Trust,
- Bachelor's Degree or equivalent experience in related field,
- At least five years working in the accounting/finance field in a role requiring in-depth understanding of GAAP, other best practices and legal requirements, grant accounting practices, audit preparation and coordination, budgeting procedures and the general accounting cycle,
- Nonprofit experience required, land trust experience preferred,

- High-level working knowledge of a general accounting software such as QuickBooks,
- Ability to work in both Port Townsend and Port Angeles,
- Team player,
- Ability to work independently, manage multiple tasks, and meet deadlines,
- Excellent oral and written communication skills,
- Excellent attention to detail and planning, organizational, analytical and problem solving skills,
- Fluency with MS Office programs, with particular expertise in Excel,
- Excellent interpersonal skills.

Physical demands

The working environment for the finance director is primarily in an office setting. However, the finance director will be expected to travel to off-site locations in order to attend meetings and other job related activities. The office duties are usually sedentary and require the ability to use a keyboard, complete written documents, and operate general office equipment including a mail machine and copier and be able to lift 15-20 pounds.

Compensation

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

How to apply

Qualified applicants should email their resume, and cover letter to opportunities@northolympiclandtrust.org. Please include the words "Finance Director" in the subject line. No phone calls, faxes or recruiters please.

Applicant review will begin on Monday, May 22nd.