

North County Land Trust

Position Description: Director, Finance & Administration

Location: Based in the North County Land Trust Office in **Leominster, MA**. This position is not a remote opportunity.

Reports To: Executive Director

Hours: 15-20 hrs/week, part-time flexible schedule

Compensation: Hourly rate \$25-\$29, depending on experience

Benefits: Vacation, holidays, personal time

About North County Land Trust: North County Land Trust is a nonprofit, regional, land conservation organization established in 1992 to protect the landscapes that define north central Massachusetts. The Land Trust preserves natural areas, forests, streams, working landscapes and scenic vistas by holding conservation easements, facilitating land acquisitions, stewarding protected lands, restoring properties, engaging stakeholders, and educating the community about land conservation and stewardship. NCLT properties span 16 communities in north central Massachusetts and include over 5,000 acres of protected land available for outdoor recreational use. We are headquartered in Leominster on the campus of The Trustees' Doyle Community Center and we have a dynamic staff and Board of Directors.

About the position: The Director of Finance & Administration is a vital contributor at NCLT, providing tactical and strategic input to the Executive Director and Board on a wide variety of finance and business issues. The role works closely with the Development and Land teams to coordinate organizational activities. The Director, F&A is responsible for finance, payroll, HR and administrative practices.

The right candidate is a strong finance/business leader with a 'roll-up-the-sleeves', hands-on approach, and is willing to get their hands dirty (literally!). This position requires a person who has a passion for nature and land conservation, can collaborate to accomplish shared goals, is pro-active, organized, patient, and has a good sense of humor. There are opportunities to 'wear many hats' and contribute across the organization which is what makes small, but mighty, teams successful.

Desired Experiences and Skills:

1. Knowledge of GAAP and finance best practices
2. Strong written and verbal communication skills
3. Comfortable generating project budgets and reports
4. Project management skills
5. Non-profit experience
6. Collaborative mindset

Key Responsibilities:

- Manage all aspects of day-to-day bookkeeping and accounting, including but not limited to: accounts payable, accounts receivable, payroll, journal entries, monthly, quarterly and annual

payroll tax filings, and bank reconciliations in accordance with Generally Accepted Accounting Principles (GAAP).

- Ensure proper recording of revenues including donor designation, grant funding and any related program/project invoicing.
- Maintain accounting procedures and policies and systems of internal controls to ensure the integrity of all financial systems.
- Prepare monthly and quarterly financial reports, including standard financial reports, budget vs. actual reports and grant-specific financial reports.
- Complete annual 3ABC form filing for tax exemption for lands owned by NCLT.
- Perform annual 1099 reporting process and employee W-2's.
- Support Executive Director in development and analysis of annual organization and grant proposal budgets.
- Maintain insurance policies including liability, director & officer, vehicle, volunteer, worker's compensation, and other.
- Work with Executive Director and Executive Committee of the board to update policies and procedures, as necessary.
- Manage time tracking process for employees with hours billable to grants to make appropriate entries for financial and grant reporting.
- Serve as staff liaison to the Finance Committee of the board.
- Coordinate with CPA in preparation of year-end financial review and IRS 990.
- Perform non-routine tasks requiring strong judgment and initiative.
- Ensure discretion, confidentiality, and security in execution of all duties.

As a small organization operating in a very dynamic environment, a significant amount of flexibility and teamwork is required. Employees are expected to work collaboratively to ensure organizational success.

- Bachelor's degree required in Finance, Accounting or Business Administration
- QuickBooks Desktop software (or similar) experience of 3- 5 years
- Strong Excel skills
- Demonstrated creativity and problem solving
- Experience with non-profit accounting preferred
- Experience with payroll processing and benefits
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of stakeholders
- Ability to work independently and in a team environment.
- Attention to detail and problem solving
- Strong references from previous employers
- Personal qualities of integrity, credibility, and dedication to the mission of NCLT.

Send Letter of Interest and Resume to Matt Emsley, memsley@northcountylandtrust.org.