



Job Description: Finance & Operations Manager

Full-time, salaried, with benefits (Part-time could be negotiated)

Wood River Land Trust is a local conservation non-profit working to protect and sustain the treasured landscapes and life-giving waters of the Wood River Valley and to inspire love for this special place for generations to come. Based in Hailey, ID, our staff of 9 serves the Wood River Valley and surrounding areas. We work in partnership with municipalities and other community organizations to protect and manage open spaces that provide places where wildlife can flourish and people can connect to nature and each other.

SUMMARY OF POSITION

The Finance & Operations Manager (FOM) is a full-time salaried position that serves as the hub of our operations. The FOM is responsible for the smooth business operations of the Land Trust offices. The FOM has primary responsibility for day-to-day financial operations, office management, and coordination of support services for our team. The FOM works closely with our external bookkeeper to maintain bookkeeping in Quickbooks, maintains Human Resources records and assists with benefit plans, oversees I.T. providers, office contractors, business vendors (including soliciting bids for services when needed); monitors and re-stocks office supplies; oversees facility and vehicle maintenance; and maintains all business files. The Finance & Operations Manager reports to the Deputy Director (DD). Some after-hours and weekend work activities may be required for events and/or meetings.

POSITION RESPONSIBILITIES

Administrative and Financial Management (55%)

- Under guidance of the DD, monitor day-to-day fiscal operations relative to the annual budget and work plan, oversee administration of Land Trust operations and day-to-day activities and ensure these comply with adopted standards and practices.
- Maintain centralized project tracking and invoicing systems for grants and contracts. Provide other staff with financial information for grant submissions and reports; track reporting deadlines and coordinate with other staff to ensure timely submission of invoicing and reporting.
- Code receivables and payable accounts for external bookkeeper, allocate payroll to grants and contracts, and provide bookkeeper with information to ensure timely payments, account reconciliations, and financial reporting.
- Review checks and invoices with Deputy Director for approval and signature.
- Prepare and make bank deposits.
- Lead monthly reconciliations of donor database and Quickbooks records.
- In partnership with the DD, coordinate the annual audit with the auditing firm and procure the information needed for the annual tax return prepared by external CPAs.

- File timely annual charitable and business registrations.
- Under guidance of the DD, prepare annual organizational and project budgets.
- Under guidance of the DD, oversee all insurance coverage, insurance claims, reviewing of policies, and pricing.
- Serve as the main point of contact for the Finance Committee, providing logistical support for meetings, preparing reports, conducting research, and providing requested information.
- Assist the DD with the organization of Board of Directors meetings and standing committees; providing logistical support, sending meeting announcements, coordinating with committee chairs and other board or staff to post materials to the board document site, fielding questions and providing requested information.
- Update and maintain the master calendar for WRLT, Board and Staff roster, and Board packets.
- Ensure all clerical duties are completed, including filing and records retention according to adopted policies.
- Identify opportunities to improve standards and practices either to improve operational success or to maintain accreditation status.
- Oversee the LTA accreditation process every five years.
- Regularly review facilities inventory and needs, including office space and furnishings, vehicles, hardware, software, etc.

Human Resources (30%)

- Manage organization-wide staff timesheet records and prepare related reports; maintain records for vacation, sick, and flex time for each employee and ensure those are reported for each payroll.
- Manage employee enrollment in benefits plans and administer changes to employee elections to coverage as needed.
- Assist Deputy Director with human resources management including help wanted advertisements, payroll submission, review of employee benefit contracts, updating the employee handbook as needed, unemployment claims, and other human resource-related filings.
- Assist Deputy Director with new employee orientation including obtaining and filing appropriate new hire paperwork and assisting new employees in enrolling in benefit plans.

Facilities (10%)

- Ensure that WRLT offices provide a safe, healthy work environment that is welcoming to employees, volunteers, and other guests or visitors. Oversee maintenance of facilities as needed.
- Ensure that WRLT property (office, furnishings, vehicles, equipment, etc.) are properly and adequately insured and licensed or permitted where applicable.
- Ensure that WRLT property is properly inventoried and recorded in our accounting systems.
- Plan for and maintain efficient office functions including the following: maintenance of on-site and off-site records according to the Land Trust's record keeping policies; maintenance of internet/phone services, printers and copy machines; purchase and inventory of office equipment; monitoring and restocking office supplies
- Collect incoming mail and relay correspondence to appropriate employees

- Oversee facilities and vehicle management/maintenance
- Coordinate office and workspace changes and upgrades
- Inventory organization-wide I.T. needs and coordinate I.T. contractors

Other Duties as defined by the Deputy Director (5%)

Work Load and Time

As a professional, exempt position, the FOM is expected to strike a balance between the following:

- Having the responsibility and flexibility to meet the workload in a largely self-determined manner; being responsive to organizational needs for accountability and presence in the office as determined by the Executive Director and Deputy Director; and, completing work generally within the time allocated for the job.
- The FOM is expected to apprise the Deputy Director if there are difficulties in finding a balance while meeting the expectations of the job description.
- The FOM may be required from time to time to work extra hours in order to attend specific meetings or to work on particular organizational activities.

ESSENTIAL QUALIFICATIONS

- Enthusiasm for the mission, goals, and values of WRLT.
- Bachelor's degree in relevant field. Accounting or related business management field preferred.
- Minimum two-three years of experience in finance, operations, and/or management, with non-profit accounting and/or grant tracking highly preferred.
- Understanding and experience in best practices of nonprofit management of general operational practices and accounting principles.
- Strong computer skills, including Microsoft Office suite and Quickbooks.
- Demonstrated credibility working with confidential information and/or managing sensitive issues.
- Strong aptitude for due diligence and compliance matters.
- Demonstrated ability to exercise sound judgment and have clearly displayed initiative and innovation.
- Excellent written and oral communication skills, with proven ability to convey information clearly and effectively.
- Excellent judgement and calm demeanor under pressure.
- Excellent organizational skills. Ability to set priorities, manage time and diverse activities, remain flexible under pressure, and manage multiple projects/deadlines efficiently.
- Willingness and ability to address conflict in a constructive manner and demonstrated ability to resolve disputes.
- Demonstrated ability to work in a highly collaborative, team-based environment, but able to work independently and be personally accountable to deadlines.
- Valid, insurable driver's license and clean driving record.

COMPENSATION

- Starting salary \$50,000-\$56,000 annually, DOE with generous benefits package including 3 weeks paid vacation, 401k retirement plan with 3% employer match, 100% employer paid health and dental insurance, and flexible schedule.

STATUS

- This is a full-time salaried position based in Hailey, ID. Some after-hours and weekend work activities will be required. Part-time could be negotiated.

To apply, please submit a resume, cover letter and 3 references to:

Amy Trujillo, Deputy Director
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