



April 2nd, 2024

Finance & Operations Coordinator Job Posting

Job Title: Finance & Operations Coordinator

Salary: \$41,000 - \$45,000 plus benefits

FLSA Status: Permanent full-time, non-exempt

Reports To: Operations Manager

Location: Olympia, WA

Application Deadline: Open until filled – applications will be reviewed starting April 19th, 2024.

Capitol Land Trust is seeking a **Finance & Operations Coordinator** who is passionate about local land conservation and has a strong desire to be a part of our community. Do you like to work behind the scenes? Are you looking for work that really matters? Does your heart sing when numbers match down to the penny? This could be the job for you.

As Finance & Operations Coordinator, you'll be responsible for maintaining the financial books and underlying operational systems that make our conservation work possible. We're looking for someone who has enthusiasm to learn new things, improve efficiency, and be part of a collaborative team focused on connecting people and conserving land. Previous accounting experience is required.

Capitol Land Trust has a culture of positivity, empathy, and gratitude that is shared by its staff and board members. Giving staff the tools and support they need to be successful is prioritized and self-care is encouraged. The current work environment includes a hybrid work model of working from home and working from the office while also accommodating a flexible schedule. The successful candidate must be willing to relocate to the greater Olympia area to work in person at least one day a week with other staff members.

DUTIES & RESPONSIBILITIES

Accounting (65% time allocation)

- Maintain integrity of internal financial books (using QuickBooks) in an accurate and timely manner, including processing payroll, managing restricted funds, managing accounts payable and receivable, billing grants, and reconciling accounts.
- Monitor cash accounts and initiate transactions within preset parameters.
- Manage credit card payments and use of reward points.
- Manage cash flow to maximize interest earned.
- Administer health, dental and retirement benefits.
- Ensure compliance with all state and federal payroll tax reporting requirements.
- Complete and file required quarterly tax returns and reports.
- Adhere to CLT's Financial Management Procedures and appropriate financial policies.
- Create financial reports to assist the Board of Directors, program team, and leadership in governing the organization.

Administrative Support (35% time allocation)

- Assist in creating an office environment conducive to collaborative work.
- Be a welcoming first point of contact for people who reach out to the organization by email, phone, and/or in-person.
- Support a work environment characterized by excellence, teamwork, equity, creativity, and professionalism.
- Continually look for opportunities for the organization to optimize resources.
- Maintain required records, files, documents, and archives in accordance with the Records Policy.
- Update and maintain all organizational papers including by-laws and articles of incorporation.
- Ensure all insurance policies, government registrations, and organizational memberships are renewed on time.
- Provide technical assistance and serve as liaison to the organization's contracted IT support administrator.
- Support CLT team to develop strong, mutually beneficial relationships with our members that result in our community being more engaged with, and enjoying the benefits of, our conserved lands.
- Assist with board of director document management and administrative oversight.
- Manage inventory of office supplies.
- Perform other duties as assigned.

QUALIFICATIONS

Required:

- Highly organized and detail oriented with excellent time management skills.
- Non-profit accounting, payroll, and financial management expertise.
- Understanding of non-profit, accrual-based accounting.
- Experience managing pledges and grants receivables.
- Proficiency in QuickBooks desktop/online, Microsoft Office Suite, and Adobe.
- Experience working with non-profit organizations and volunteers.
- Ability to solve problems quickly while under pressure.
- Ability to work independently and be available for occasional evening/weekend events.
- Ability to take initiative and identify opportunities to improve systems and processes.
- Ability to anticipate project needs, set priorities, and manage many overlapping priorities.
- Demonstrated ability and interest in learning new systems.
- Excellent and professional interpersonal skills in person, written and by phone.
- High degree of comfort in working with percentages, ratios, fractions, decimals, and basic algebra.
- High degree of comfort with technology, working independently, and administrative tasks.
- Strong personal commitment to Diversity, Equity, Inclusion and Justice and the desire to apply this commitment to CLT's conservation mission.
- Valid Washington State driver's license and ability to perform out-of-office errands.

BENEFITS:

Capitol Land Trust offers a comprehensive benefits package and a supportive and positive work environment with opportunities for professional development. The benefits package includes paid vacation, holidays, and sick leave. Capitol Land Trust pays 100% of health, vision, and dental insurance for employees working more than 30hrs/wk (available for spouse/domestic partner) and contributes to a retirement plan. Dependent child coverage can be elected as a pre-tax payroll deduction. We value work/life balance. The current work environment includes a hybrid work model of working from home and working from the office while also accommodating a flexible schedule. This is an equal opportunity, full-time position located in the greater Olympia, WA area.

APPLICATION INSTRUCTIONS AND PROCESS:

For consideration, please email a cover letter and resume with relevant experience as a single pdf to Kristen Kellar at kristen@capitolandtrust.org. Include “Finance & Operations Coordinator” in the subject line. **Applications will be reviewed starting April 19th, 2024.** The position is open until filled.

Applications will be reviewed for consideration and then if relevant, applicants will be emailed to schedule a 1-hour interview with two to three interviewers from Capitol Land Trust. If necessary, a second 30-minute interview will be scheduled. Capitol Land Trust will work with applicants to find an interview time and method (in-person or online) that works best for all. Interview questions will be provided prior to the interview.

ABOUT CAPITOL LAND TRUST:

Capitol Land Trust, established in 1987, conserves vital natural areas and working lands in the South Puget Sound and Chehalis River watersheds, for their ecological and community benefits. Our 2021-2025 Strategic Plan sets forth ambitious goals for protecting marine shorelines, wetlands, rivers, and their connected forests and working lands. It also sets forth ambitious goals to engage the communities more deeply where we work by increasing community connection and support through hands-on engagement with Capitol Land Trust properties and activities.

ORGANIZATION VALUES:

Recognizing and respecting diverse values and interests, we identify common ground and shared community goals, make the most of limited funding, solve problems, and build partnerships to accomplish our goals. Our work adheres to high standards indicated by our national accreditation by the Land Trust Accreditation Commission. We continually strive to maintain and improve effectiveness, efficiency, and accountability. These aspirations are built on a foundation of organizational values, which include:

- *Listening* – We genuinely listen to each other, valuing different opinions. Over the next five years, we know that we cannot grow and improve without feedback from our members and the greater community. As we take on new projects and develop new partnerships, listening with intention and sincerity and receiving feedback and suggestions with grace will be a vital part of our success.
- *Continuous improvement* – We offer and seek personal and professional development to advance our skills and stay current with trends in conservation.
- *Integrity* – We act with honesty, transparency, fairness, and respect in all aspects of our operations.

- *Collaboration* – We actively seek diverse partners and perspectives as we develop programs and projects. This collaboration includes communities that have not traditionally been part of the conversation.
- *Commitment to Diversity, Equity, and Inclusion* - We are committed to creating an equitable and inclusive work environment. Diverse candidates are encouraged to apply for this position. We are an Equal Opportunity Employer.
- *Strategic investment* – We use our broad expertise to make the most strategic investments of our resources and look for conservation projects which have a lasting impact.
- *Stewardship* - We steward these places and partner in our communities so these conserved landscapes can endure, supported by generations of conservation leadership and hard work.