CAPITOL LAND TRUST

CONNECTING PEOPLE, CONSERVING LAND.

March 12, 2026

Finance Manager

Job Posting

Job Title: Finance Manager
Salary: We anticipate the hiring range will be $60,000-$65,000 annually, with opportunities to progress. The offer will be commensurate with experience.
FLSA Job Status: Permanent, Full-time Non Exempt Employee
Reports to: Operations Director
Location: Olympia, WA
Application Deadline: Open until filled. Interviews begin the week of March 30. Priority to applications received by Friday, March 27.

Capitol Land Trust (CLT) is seeking a Finance Manager to join our team. This position oversees the organization's financial management and supports strategic financial planning to ensure long-term financial health and sustainability. This role is responsible for maintaining strong financial policies and internal controls; managing budgeting, forecasting, and financial reporting; and ensuring that the organization's financial records are accurate, timely, and compliant with applicable regulations. The Finance Manager works closely with the Executive Director, Operations Director, and Finance & Personnel Committee to ensure strong financial governance and oversight.

CLT embodies a culture of positivity, empathy, collaboration, 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 and/or field 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:

Financial Strategy & Planning

- Lead the annual budgeting process in collaboration with the Executive Director and senior staff, ensuring alignment with organizational priorities.
- Provide strategic support in all financial matters by monitoring annual operating budget, analyzing variances, providing timely insights and recommendations.

- Oversee financial and budgetary processes to provide consistent quality financial administration, including understanding, designing and enforcing key financial controls and ensuring compliance with documented financial procedures, including segregation of duties, approval workflows, and documentation standards.
- Continually look for opportunities for the organization to optimize time and monetary resources.
- Support financial modeling related to new programs, campaigns, grants or staffing investments.
- Be a member of the Finance Committee, present financial reports and analysis, and provide administrative support to the committee.
- Develop, implement and maintain CLT's Financial Management Procedures and appropriate financial policies in collaboration with senior leadership and CLT's Board Treasurer.

Financial Accounting & Reporting

- Maintain the integrity of internal financial books (using QuickBooks Online) in an accurate and timely manner, including managing restricted funds, managing accounts payable and receivable, expense tracking, billing grants, and reconciling accounts.
- Work closely with the Executive Director to monitor and project cash on hand, maximize interest earned and take or recommend appropriate action to ensure financial sustainability.
- Manage and achieve operating reserve targets.
- Close financial books monthly.
- Reconcile bank, investment accounts, credit cards, and donations monthly.
- Oversee payroll processing and related tax filings in partnership with the Operations Director and third-party provider; ensure accurate accounting of payroll, PTO accruals, and benefits liabilities.
- Oversee vendor payment and accounting of health, dental, vision, and retirement contributions in coordination with the Operations Director.
- Oversee annual property tax payments and loan payables.
- Ensure compliance with grant restrictions, donor intent, and board designations.
- Ensure compliance with grant reporting requirements and cost allocation methodologies.
- Ensure financial records and documentation are complete, organized and audit ready.
- Schedule and oversee CLT's annual audit and preparation of IRS Form 990.
- Create financial reports and dashboards to track financial performance and support planning.
- Perform all year-end financial tasks, such as updating salary and billing rates, generating vendor 1099s, employee W2s and CLT's W9.
- Maintain documented allocation methodology for shared expenses and payroll allocations.
- Develop and maintain accurate financial schedules (e.g. depreciation and prepaids).

Compliance & Administrative Support

- Maintain required financial records, files, documents, and archives in accordance with the Records Policy.
- Support a work environment characterized by excellence, teamwork, equity, creativity, and professionalism.
- Provide accurate financial reporting to development staff to support donor stewardship that results in more engaged with, and enjoying the benefits of, our conserved lands.
- Perform other duties as assigned.

QUALIFICATIONS

- Bachelor's degree in business, accounting, finance or related field.
- 3-5 years' experience in financial management, preferably in a non-profit environment.
- Highly organized, detail-oriented self-starter with excellent time management skills and a commitment to accuracy.
- Team player with demonstrated ability to approach complex financial issues with professionalism and sound judgment.
- Strong knowledge of non-profit accounting principles, budgeting and financial reporting.
- Understanding of non-profit, accrual-based GAAP accounting.
- Experience managing pledges and grants receivables.
- Advanced Excel skills with proficiency in QuickBooks online, Microsoft Office, and Adobe.
- Ability to clearly communicate complex financial information to diverse audiences.
- Highly developed critical thinking skills and desire to understand complex systems.
- 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 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:

CLT 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. CLT pays 100% of health, vision, and dental insurance for full-time employees and their spouse and contributes to a retirement plan. 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 info@capitollandtrust.org. Include "Finance Manager application" in the subject line. Initial interviews will begin the week of March 30, 2025. Priority to applications received by Friday, March 27. The position will remain open until it is filled.

Applicants with qualifications that best fit CLT's needs will be contacted via email to schedule a 1-hour interview with CLT staff. A second, 30-minute interview may be scheduled for finalists. CLT will work with applicants to find a suitable interview time and method (in-person or online).

ABOUT CAPITOL LAND TRUST:
CLT, established in 1987, conserves and forever cares for the lands and waters of the South Puget Sound and Chehalis Basin watersheds. Through strategic partnerships with landowners, communities, Tribes, and public agencies, CLT protects lands that support clean water, wildlife habitat, working landscapes, and opportunities for people to connect with nature.

Our 2026-2030 Strategic Plan builds on nearly four decades of conservation success by advancing land protection, strengthening stewardship of conserved places and expanding opportunities for people to experience and care for the landscapes that sustain our region.

ORGANIZATION VALUES:
Our values are foundational to the core of who we are as an organization. They guide how we behave when interacting with others in the course of our work and they inform decisions we make at both operational and strategic levels. CLT is nationally accredited through the Land Trust Accreditation Commission and strives to maintain high standards of effectiveness, transparency, and accountability. We strive to live and conduct ourselves with the following values:

- *Integrity* – We act with honesty, responsibility, fairness, and courage in all aspects of our operations.
- *Collaboration* – We actively seek collaborations with others to ensure inclusive perspectives and amplify the effectiveness of our mission.
- *Respect* – We respect and recognize diverse values and interests to identify common ground and shared community goals.
- *Passion* – We are united by our passion for conservation and recognize that this is how we make a difference in our community and the world.
- *Commitment to Diversity, Equity, and Inclusion* - We are committed to addressing inequities in the context of our conservation mission and to fostering a welcoming and inclusive workplace. We believe conservation is strengthened by diverse perspectives and experiences. Candidates from all backgrounds are encouraged to apply. CLT is an Equal Opportunity Employer.