

Finance and Administrative Associate

Conservation Trust for North Carolina (CTNC) seeks candidates for the position of Finance and Administrative Associate. Applications will be accepted until **the position is filled or June 14, 2019**.

CTNC seeks a highly motivated candidate who reports to the Director of Finance and Administration and is responsible for day-to-day accounting and finance functions, human resources, and office administration duties as needed. This Finance and Administrative Associate works closely with the Philanthropy Department to ensure timely and accurate recording and reconciliation of all donated gifts. Nonprofit experience incorporating knowledge of fund accounting, government grant accounting, and project accounting is desirable.

CTNC's Commitment to Diversity and Inclusion in the Workplace: Conservation Trust for North Carolina values diversity in all its many forms: diversity of demographic identity, experience, and thought. We seek to create an inclusive work culture where all staff and board members are valued for the diversity they bring to the organization. We are an equal opportunity employer.

Conservation Trust for North Carolina is committed to conserving land in ways that inspire and enable people to build resilient, just communities. We commit to using our institutional power and influence to push for systemic change where all people – regardless of race – share in the benefits of land conservation. At the personal level, we call upon all staff and board members to commit to ongoing learning about racial oppression and ongoing efforts to realize racial equity in conservation. To do this, we're committed to our own process of transformation by operationalizing and holding ourselves accountable to leading with values instead of outcomes. We will be flexible and nimble in our approaches to our work. We will measure our success by how well we live up to our values and how much we change the future through applying those values to conservation actions.

Essential Duties Include

Accounting/Finance

- Serves as the organization's bookkeeper and assists the Director of Finance and Administration with the day-to-day, month-end close and year-end operations of the Finance and Administration Department.
- Process and record accounts payable transactions and ensure that all invoices are paid on time, accurately, and in accordance with the Finance policies and procedures.
- Review and process credit card expense reports and receipts submitted on a monthly basis.
- Perform general account analysis and reconciliations as assigned, including but not limited to bank account reconciliations.
- Prepare monthly general journal entries and activity related to land transactions.
- Assist with various duties as needed, to include monthly payroll, benefits administration, annual audit preparation.
- Facilitate monthly philanthropy team meetings to reconcile and code contributed revenue.
- Prepare quarterly sales tax remittances and semi-annual tax refund requests.
- Attend board meetings and finance committee meetings.
- Monitor daily business practices to identify areas for efficiencies and/or improved practices and make suggestions for operational improvements.

Human Resources

1. Help to foster an office environment that supports our growing team and encourages individual growth, collaboration and productivity.
2. Assist with logistics for planning various in-house training sessions on management and other topics.
3. Assist with recruitment, including posting positions online and scheduling interviews.
4. Assist with new employee orientation and the on-boarding process.

Office Administration

1. Inventory and order general office supplies: assist office administration with receiving office deliveries, and provide timely notification to relevant staff.
2. Liaise with building owner to report issues and coordinate repairs and services.
3. May be asked to record minutes finance committee.
4. Monitor daily business practices to identify areas for efficiencies and/or improved practices and make suggestions for operational improvements.
5. Perform other duties as assigned.

Education and Experience

- Bachelor's degree or equivalent education and/or experience required.
- 1-3 years of accounting experience, preferably working in the nonprofit environment.
- Demonstrated comprehensive experience in financial accounting software databases, Sage Intacct preferred. Blackbaud Raiser's Edge or other donor database software experience is strongly preferred.
- Demonstrated ability to retrieve and analyze information to create accurate financial and analysis reports.
- Strong organizational and analytical skills. High degree of focus and attention to detail.
- High proficiency in Word and Excel required. Proficiency in Gmail or group email systems required.

Essential Skills and Competencies

- Attentive to details, and deadline-oriented: You are accountable but invite teamwork and input from other staff.
- Mature, supportive, and dependable: You can work autonomously as well as collaboratively. You desire to undertake new and varied projects and responsibilities.
- Flexible and capable: You manage changing priorities with ease and get the job done. You take projects from start to finish and anticipate changes in schedules.
- Innovative: You seek out opportunities to learn, innovate, and improve existing processes.
- Great communicator: You have excellent persuasive writing and proofreading skills. You demonstrate poise and tact.
- Team player: You actively support a culture where people encourage each other and work together to succeed and/or celebrate the successes of others. You ask for help when you need it and also pitch in to support others.
- Have a strong understanding of Diversity, Equity and Inclusion and a commitment to noticing how our work can be more equitable and supporting those efforts.
- Ability to work evenings and weekends as required (not a regular occurrence).

Compensation and Benefits

Salary range \$35,000-\$40,000 depending on experience. Current benefits include health, HSA contribution, 403(b) match, long-term disability, 9 paid holidays plus 3 floating holidays, as well as vacation, sick, and personal paid leave.

How to Apply

Please send a single PDF with your cover letter, resume, and list of three references (who will not be contacted unless you are selected for an interview).

Save your application file as: LastName_FirstInitial_CTNC (e.g. Wilson_R_CTNC.pdf).

Email your application to: HR@ctnc.org

Deadline to apply is June 14, 2019. No phone calls please.

Conservation Trust for North Carolina prohibits any discrimination in carrying on its mission on the basis of race, color, religion, sex, age, national or ethnic origin, disability, sexual orientation or marital status. This includes all programs, projects, events and any other related activity sponsored by CTNC.