



## OFFICE & FINANCE ADMINISTRATOR

Foothills Conservancy of North Carolina (FCNC) is a nonprofit land trust that inspires conservation in Western North Carolina by permanently protecting land and water for the benefit of people and wildlife. FCNC envisions a thriving region to live and visit, with clean water, healthy forests, productive farmland, diverse wildlife, access to outdoor recreation, and communities that value conservation.

### **Position Summary:**

The Office & Finance Administrator is responsible for general operational and clerical support. Responsibilities include coordinating the flow of communications through and from the office; maintaining office operations, policies and schedules; providing general administrative support; and serving as the office receptionist. The position administers the organization's financial transactions, accrual accounting records and reporting in compliance with general accounting standards, applicable governmental regulations and land trust accreditation standards. The Office & Finance Administrator maintains detailed and accurate financial records for the organization. This is a full-time, 40 hours per week, non-exempt position reporting to the Associate Director.

### **Qualifications:**

Bachelor's or Associate degree in finance, accounting or a related field and 3+ years of experience, or equivalent combination of education and experience. Experience working for a land trust or other non-profit organization desirable.

### **Experience and Skills:**

- Strong accounting background with general ledger / bookkeeping experience and cash flow management
- Excellent computer literacy especially the use of Quickbooks and database management software
- Knowledge and comprehension of GAAP standards
- Basic knowledge of Adobe Creative Suite photo & video editing software
- Skilled WordPress user or comparable website software
- Experience with private, state and federal grants management desirable
- Strong computer skills which include general software knowledge (MS Office), network troubleshooting & office technology skills
- Highly detail oriented
- Ability to handle confidential information with discretion
- Outstanding organizational, interpersonal and written/verbal communication skills
- Good personality, embraces change, persistence, sense of humor
- Commitment to land conservation and basic understanding of FCNC's mission
- Ability to prioritize, multitask, and work both independently and with a team

### **Duties and Responsibilities:**

#### GENERAL OFFICE MANAGEMENT & ADMINISTRATIVE

- Serve as primary contact for office phone calls, visitors, deliveries and solicitations
- Purchase general office supplies
- Pick-up mail & distribute among staff daily; process outgoing mail and other shipments
- Provide general clerical support to staff and Board
- Oversee shared staff & grants calendar

- Schedule (and provide administrative support as needed) for Board, committee, and staff meetings
- Draft and archive minutes and supporting documents for Board and committee meetings
- Perform other office management & administrative duties as needed for efficient, effective office operation
- Prepare & manage Land Trust Accreditation renewal application (every 5-years)

#### OFFICE SYSTEMS

- Maintain electronic and paper filing systems, back-up & on-line file sharing system
- Address IT issues
- Maintain and update office operation manual
- Maintain office technology, including phone, internet, computers, printers & arrange for service if necessary

#### FINANCIALS

- Record unrestricted / restricted donations, manage general ledger, accounts payable, accounts receivable, record payroll transactions, banking, and all other required financial activities
- Reconcile monthly bank, petty cash and credit card accounts and generate monthly financial reports using FCNC's QuickBooks accounting system
- Record All Land Transactions
- Record investment transactions and reconcile investment accounts on a monthly basis
- Process reimbursement requests for staff, grants & contracts within required timeframes
- Financial reporting (monthly, quarterly, semi-annual), cash management, year-end close
- Assist with organization's annual budget, budget revisions and long-term strategic financial plan
- Assist the Finance Committee including preparation of financial reports for meetings, attending meetings, recording meeting minutes and post-meeting follow-up
- Assist with external auditors, accountants and staff to coordinate annual audit, annual financial reports and government filings, 990
- Reconcile organization's DonorPerfect records with Quickbooks
- Attend Board meetings & participate as a team member with other staff & volunteers

#### MEDIA

- Update the organization's website as needed
- Have or complete FAA Drone License certification program
- Drone photography & videography for projects as needed
- Produce videos as needed for events, projects, advertising, and fundraising efforts
- Manage ArcGIS interactive online map of conservation history

**Work Hours / Compensation:** Full-time (40 hours per week); competitive pay commensurate with experience & skills. FCNC provides a competitive benefits package.

**To Apply:** Submit a cover letter, resume, & 3 professional references to Beth Willard Patton – [bwillardpatton@foothillsconservancy.org](mailto:bwillardpatton@foothillsconservancy.org). Please include "Office & Finance Administrator" in subject line. No phone calls please. Open until filled. Position announcement can be found on FCNC website: [www.foothillsconservancy.org](http://www.foothillsconservancy.org)