



JOB OPPORTUNITY: Finance Associate

The Bainbridge Island Land Trust seeks an organized individual to join our team to provide specialized bookkeeping and accounting-related services in support of our mission to *conserve and steward the diverse natural environments of Bainbridge Island for the benefit of all.*

Bainbridge Island lies at the heart of the Puget Sound ecosystem – a region with significant ecological diversity, exceptional beauty, and abundant wildlife. In an area with growing population and development pressures, Bainbridge Island is a place where wildlife habitat, freshwater streams, open spaces, and shorelines form a mosaic of ecological systems where natural diversity and people continue to thrive. For over three decades, the Bainbridge Island Land Trust has played a vital role in conserving areas of ecological significance. The Land Trust's work to protect and restore Bainbridge lands and waters is done to honor past generations, preserve a legacy for future generations, and build a network of protected lands resilient to a changing climate. The Bainbridge Island Land Trust is committed to supporting diversity, equity and inclusion and finding opportunities for all employees to succeed.

The Bainbridge Island Land Trust's Finance Associate reports to the Executive Director and is responsible for providing regular bookkeeping entries, financial reporting, project grant tracking and invoicing, and budgeting support to the Executive Director and other organizational leadership, including the Finance Committee and Board of Directors. The staff finance associate will perform internal bookkeeping activities related to financial record keeping and systems, working alongside a contract accountant who provides monthly reconciliation, payroll, and journal entries. A successful applicant will have non-profit bookkeeping and/or accounting expertise and can input and maintain Land Trust financial/accounting activities following organizational policies and procedures and best financial management practices.

This part-time position provides an opportunity for a detail-oriented and organized individual to serve an essential support role within the Bainbridge Island Land Trust.

PRIMARY RESPONSIBILITIES:

- Responsible for recording and maintaining transaction information, including accounts receivable and payable, reconciliations, revenue allocations, etc. using QuickBooks with accurate posting to accounts and restricted and unrestricted funds.
- Works with contract accountant who prepares monthly financial reports to the finance committee and Board of Directors. Creates and distributes financial reports for staff, finance committee, and Board of Directors, as needed. Provides support for special

board or committee-related meetings such as the annual Board Retreat, annual meeting, and annual financial reporting.

- Provides budgeting support, reporting, and analysis to program directors and Board Finance Committee.
- Provides organizational financial tracking and systems oversight and support. Create and communicate financial-specific policies and procedures to staff.
- Maintain financial filing system and record keeping.
- Support monthly staff timekeeping and route information to contract accountant for payroll processing.
- Support conservation projects grant reporting through time and expense reporting and data entry into grant agency invoicing systems.
- Support conservation and membership/development team activities such as preparing check requests, and Salesforce data entry, as needed.
- Support annual audit.
- Help guarantee organizational processes, financial standards, and legal requirements adhere to those committed to by the organization as an Accredited Land Trust in accordance with the Land Trust Alliance Standards and Practices.

ADDITIONAL RESPONSIBILITIES:

- Apply established processes and practices and develop new methods to improve the overall team and organizational effectiveness.
- Coordinate with fundraising and conservation staff to stay current on conservation projects, strategies, and revenue streams.
- Communicate and distribute information to assist staff in making decisions, solving problems, and improving workflow.
- Provide support to the Land Trust office administration and events on an as-needed basis.

The successful applicant will have strong communication capabilities, be highly organized, and able to work independently in addition to being part of a staff and Board team.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in Accounting, Business Administration or related field and two to three years' related experience or equivalent combination.
- Proficiency in Microsoft Office applications, computer operations, and comfort with communicating via phone, Microsoft Teams, and Zoom (or equivalent).

- Familiarity with QuickBooks accounting software or equivalent.
- Experience with processing payables, billing/receivables, income allocation, and general financial reporting.
- Strong organizational skills and attention to detail.
- Must be able to manage confidential information with discretion and integrity.

DESIRED QUALIFICATIONS

- Experience building relationships with staff, volunteers, supporters, or similar.
- Experience and certification with QuickBooks accounting software.
- Experience with non-profit, fund accounting.
- Experience with project grant tracking and invoicing.
- Database experience a plus.
- Ability to set priorities and meet deadlines.
- Interest in conservation and incorporating a diversity, equity, and inclusion lens when communicating and decision-making.

A valid driver's license and background check are required—use of vehicle may be needed at times. Occasional weekend or evening work associated with events or other Land Trust activities will occur.

This is a part-time hourly position (16-20 hours/week). Wage commensurate with experience. Pay range \$ 22.00- 26.00 / hour.

DEADLINE: Accepting application materials through August 2nd, 2021, at 5:00 PDT.

TO APPLY:

Please send cover letter and resume to:

Kate Kelly, Office Administrator

kate@bi-landtrust.org

The Bainbridge Island Land Trust is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other class protected by applicable federal, state, and local laws.