



Finance & Operations Director

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| Location: | Bremerton, WA |
| Salary: | Competitive salary depending upon experience and abilities |
| Benefits: | Retirement plan; Paid vacation, personal leave and holidays |
| Closing Date: | Jan. 29, 2018 |

Position Description

The Finance & Operations Director is responsible for the financial and administrative systems of Great Peninsula Conservancy. Activities include overseeing accounting activities, financial reporting, and annual budgeting; as well as managing office systems and human resources.

Responsibilities

Finance

- Provide strategic leadership in all financial matters.
- Maintain integrity and accuracy of internal books and reporting.
- Manage GPC's financial transactions, bank accounts, and financial reporting.
- Develop, implement and maintain effective financial policies, procedures and internal controls.
- Develop GPC's annual budget (\$650,000 operating budget) and track performance.
- Oversee GPC's annual audit and preparation of IRS Form 990.
- Provide oversight of a contractual bookkeeper.
- Monitor cash flow and take or recommend appropriate action as needed.
- Prepare or approve invoicing for reimbursement of expenses incurred under grant agreements.
- Recommend strategies for investment of GPC operating funds.

Administration

- Administer office lease and provide professional office environment.
- Manage office systems, technology and equipment, and purchase office supplies.
- Oversee physical and electronic filing and record keeping system.
- Administer payroll, vacation leave, personal leave and retirement benefits.
- Administer all personnel functions associated with hiring of new employees.
- Prepare minutes of Board meetings, compile Board manuals, and coordinate logistics for annual Board retreat.
- Oversee risk management, including insurance coverage, contracts, and organizational policies.
- Oversee compliance and renewal of accreditation with Land Trust Accreditation Commission.
- File annual documents with Washington State to maintain GPC's status as a nonprofit corporation and renew property tax exemptions.

Qualifications

- Bachelor's degree in accounting, business management or a related field.
- 3 years of experience in accounting or bookkeeping, preferably for a nonprofit corporation.
- In-depth understanding of GAAP, fund accounting, financial reporting, and budgeting.

- Proficient in QuickBooks or similar accounting software.
- Proficient in MS Office programs, with particular expertise in Excel and PowerPoint.
- Ability to work independently, manage multiple tasks, and meet deadlines.
- Excellent organizational, analytical and problem-solving skills.
- Strong interpersonal and communication skills.
- Ability to work in an office setting and operate a computer, copier, phone and other office equipment.
- Valid WA driver's license and ability to perform out-of-office errands.
- Licensed as a notary public in Washington (optional).
- Commitment to the mission of Great Peninsula Conservancy.

Organizational Profile

Great Peninsula Conservancy (www.greatpeninsula.org) is a nonprofit land trust that works to protect forever the natural habitats, rural landscapes, and open spaces of the Great Peninsula—a region that includes Kitsap, Mason, and west Pierce counties, Washington. Since 1980, Great Peninsula Conservancy has protected over 10,000 acres of this spectacular region of west Puget Sound, including forests, farms, marine shorelines, and salmon streams.

To Apply

Send cover letter (1 page) and resume (1-2 pages) to: sandra@greatpeninsula.org or Sandra Staples-Bortner, Great Peninsula Conservancy, 423 Pacific Avenue, Suite 401, Bremerton, WA 98337. Position is open until filled. Individual selected will be expected to begin work in February 2018.

Great Peninsula Conservancy is an equal opportunity employer.