



Position Title: Accounting and Operations Manager

Reports to: Associate Director

Status: Full-time exempt

Starting Salary: \$65,000-\$70,000, DOE, with generous benefits package

Closing Date: Open until filled; review of applications will begin on May 2, 2022

Summary of Position:

The Gallatin Valley Land Trust (GVLТ) seeks an accounting professional to manage our financial systems and reporting and to lead our financial planning and analysis. This position will also require a passion for supporting and creating strong teams in an operations role. The Accounting and Operations Manager will be an integral part of the growing and dynamic GVLТ team, supporting fulfillment of our mission of trails and conservation by monitoring the financial health of the organization and ensuring operations run smoothly for the team. The ideal candidate has strong quantitative aptitude in the following areas: accounting and analytics, reporting accuracy and detail orientation, process design, control and efficiencies; and brings a passion for building an inclusive and supportive staff culture. While this position is proposed as a full-time role, we are seeking the right person and can be somewhat flexible with regard to capability, capacity and time allocations in fulfilling these job duties. GVLТ is open to flexible schedules and part-time proposals for portions of this job description.

About the Gallatin Valley Land Trust.

The Gallatin Valley Land Trust connects people, communities, and open lands through conservation of working farms and ranches, healthy rivers, and wildlife habitat, and the creation of trails in the Montana headwaters of the Missouri and Upper Yellowstone Rivers. Since our founding in 1990, the Gallatin Valley Land Trust has protected 120 properties totaling 50,000 acres and has helped create over 100 miles of trails in the Main Street to the Mountains trail system. For more information about GVLТ and its programs, visit www.gvlt.org.

Specific Duties:

Accounting (40%):

- Prepare monthly financial statements (income, cash flow and balance sheet); produce variance reports and analytics as and when applicable
- Manage Board of Directors Finance Committee; interface with this group for input and support as and when applicable
- Reconcile bank accounts and credit card statements
- Reconcile systems reporting between Financial Edge and Raisers Edge donor database
- Document and maintain internal controls for accuracy and financial reporting integrity
- Lead annual audit process and interface with outside audit team as and when necessary throughout the year
- Prepare annual form 990 with auditors
- Lead annual budgeting process across departments; monitor and analyze variance to budget throughout the year
- Track and manage restricted project revenue and expenses
- Submit quarterly and year-end tax reports

Bookkeeping (30%):

- Process monthly payroll, benefits payments and payroll liabilities
- Manage accounts receivables and payables using Financial Edge accounting software

- Process invoices, bills and checks, including check deposits
- Maintain organized and complete financial files

Operations (30%):

- Oversee timesheets including tracking to restricted projects and paid time-off
- Administer benefits for employees including health insurance, retirement accounts, health savings accounts
- Manage organization insurance policies including Liability, Umbrella, Vehicle, Directors and Officers and Workers Compensation
- Support staff team through office management and coordination
- Oversee maintenance and acquisition of vehicle fleet
- Support staff with IT needs in coordination with phone, computer and copier vendors
- Assist in onboarding of new staff

Preferred Education and Experience:

- Minimum BA/BS in finance related area of study
- Minimum 3-5 years' experience managing finances and monitoring financial health of an organization
- Experience managing financials for nonprofit organizations strongly preferred
- Experience with operations including Human Resources, Benefits Administration, IT and Risk Management
- Experience using financial software accounting or ERP platforms, preferably directly with the Raisers Edge and Financial Edge software platforms
- Strength with programs like Microsoft Excel and the ability to identify and apply technology-enabled solutions

Generous benefits package includes:

- 2 weeks paid vacation (pro-rated) increased to 3 weeks at one year of employment. Employees gradually increase to 5 weeks of paid vacation after 5 years of employment
- 10 days of paid personal leave and 10 paid holidays
- Eligibility for a 3-month paid sabbatical after 5 years
- Health Insurance, Vision and Dental Insurance, Health Savings Account contributions, Long Term Disability Insurance, Basic Term Life and AD&D Insurance
- Matching retirement contributions up to 3%

Application Procedure: Please submit a cover letter explaining your interest in the position with resume and three professional references to: EJ Porth, ej@gvlt.org. This position will remain open until filled. Applications will be reviewed starting May 2, 2022. GVLT is an equal opportunity employer and values candidates who bring diverse perspectives to our work. GVLT is open to flexible or part-time positions that fulfill portions of this job description. Please include your ideal work schedule with your application.