



PO Box 130
Keene, NY 12942

(518) 576-2400
adirondacklandtrust.org
info@adirondacklandtrust.org

Bookkeeper/Office Manager

Founded in 1984, the Adirondack Land Trust (ALT) protects farms and forests, undeveloped shoreline, scenic vistas and other lands contributing to the quality of life of Adirondack communities as well as the region's wildness and rural character. We work with partners to fulfill the promise of the Adirondack Park as a place of resilient lands, waters and communities.

Position Summary

The Adirondack Land Trust seeks a proactive, self-motivated and participative manager who will provide administrative, financial, human resources, and program support for ALT. The position is essential to ALT's effectiveness in fulfilling its mission. Reporting directly to the Executive Director, the Bookkeeper/Office Manager will be responsible for bookkeeping, budgeting, financial reporting and forecasting, payroll and benefits management and overseeing administrative needs of the Adirondack Land Trust.

Responsibilities

Bookkeeping

- Manage all aspects of day-to-day bookkeeping and accounting, including but not limited to: accounts payable, accounts receivable, payroll, journal entries, and bank reconciliation in accordance to General Accepted Accounting Principles (GAAP).
- Prepare Journal Entries for prepaid expense, deferred revenue and payroll cash accounts.
- Process and review all check requests and invoices and pay all invoices in a timely manner, including employee expense reimbursement forms.
- Prepare monthly and quarterly financial reports, including standard financial reports, budget vs. actual reports and grant-specific financial reports.
- Maintain accounting procedures and policies and systems of internal controls to ensure the integrity of all financial systems.
- Be key interface with banks and investment institutions and be responsible for cash management (e.g. anticipating cash needs and transferring funds to ensure sufficient cash available at all times).
- Support Executive Director in development and analysis of annual organization budget.
- Support Executive Director and Program Managers in developing grant proposal budgets.
- Serve as staff liaison to the finance committee of the board and provide general support to board-related activities, as required.
- Coordinate with outside Auditors in preparation of year-end audit and IRS 990.
- Perform non-routine tasks requiring strong judgment and initiative.
- Ensure discretion, confidentiality and security in execution of all duties.

Human Resources

- Coordinate recruitment and hiring processes and assist in the onboarding of new hires.
- Execute payroll activities using ADP RUN, a 3rd party payroll service provider.
- Manage time tracking process for employees with hours billable to grants and extract data to make appropriate payroll entries for financial and grant reporting.
- Perform annual 1099 reporting process for contractors, attorneys, vendors.
- Organize bi-annual performance review of all employees, including of Executive Director by the Board Chair, and capture latter in minutes.

Office Manager

- Serve as the point person for office manager duties including: ensuring office coverage during general business hours, answering phones, managing office lease, supplies, equipment, and contracts with office vendors and service providers.
- Maintain Fixed Asset Inventory List for capitalization and depreciation.
- Maintain calendar for renewal of contracts with vendors and service providers and annual registrations and filings, including registration of ALT with the Land Trust Alliance and filing for tax exemption for lands owned by ALT and payment of taxes on selected lands.
- Serve as staff liaison for Labyrinth, Inc. to ensure that annual charity solicitation registrations are filed in all required states and board/staff information stays current.
- Maintain insurance policies including liability, director & officer, vehicle, volunteer, worker's compensation, disability, TerraFirma and other.
- Maintain vehicle registration, regular maintenance schedule and EZ-pass renewal.
- Work with Executive Director and Executive Committee of the board to update policies and procedures as necessary.

Qualifications

- Accounting degree or 3-5 years equivalent work experience.
- Strong Quickbooks skills, including all normal accounting transactions, GL management, budgeting, and reporting.
- Strong Excel skills.
- Experience going through a non-profit financial audit preferred.
- Experience with payroll processing and benefits administration preferred.
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of stakeholders.
- Ability to work independently and in a team environment.
- Attention to detail and problem solving are critical skills for success in this role.
- Commitment to the principles of sustainability and sustainable economic development. As a small organization operating in a very dynamic environment, a significant amount of flexibility and teamwork is required. Employees are expected to work collaboratively to ensure organizational success.
- Strong references from previous employers.
- Personal qualities of integrity, credibility, and dedication to the mission of ALT.

Benefits and Compensation

Reports to: Executive director

Supervises: None

Salary: Full-time, competitive salary

Benefits: Paid vacation and holidays; matching contribution to 403b; health, eye and dental benefits

Adirondack Land Trust is an equal opportunity employer and does not discriminate on the basis of race, gender, age, disability, sexual orientation, color, creed, marital status, national origin, or veteran status. We strive for a collegial environment of people who generate innovative ideas and work hard to implement them. We also understand the value of work/life balance.

HOW TO APPLY

Submit resume and cover letter by April 24 to:

Adirondack Land Trust

Attn: Executive Director

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