

The **Finance Department** at  
**BIG SUR LAND TRUST**  
is hiring a **DIRECTOR OF FINANCE**



Big Sur Land Trust (BSLT) is a non-profit organization with a mission ***to inspire love of land across generations, conservation of our unique Monterey County landscapes, and access to outdoor experiences for all.*** Founded in 1978, our legacy includes conserving over 40,000 acres and increasing access to public parklands throughout Monterey County. Our work promotes:

- **Healthy Lands:** Conserving and caring for the magnificent natural landscapes, habitats, and waterways of our region to ensure a sustainable future.
- **Healthy People:** Providing opportunities for all who live in and visit Monterey County to experience the healthful benefits associated with access to parks and open spaces, fresh food, clean air and water, and a deep connection to nature.
- **Healthy Communities:** Engaging in partnerships where conservation and civic participation increase community vitality, economic prosperity, and social equity.

BSLT focuses on conserving and caring for landscapes throughout Monterey County while pursuing opportunities to combine conservation and community participation for increased regional vitality, economic prosperity, and social equity. We see a future where natural landscapes, working lands, urban open spaces and healthy communities are cared for by people who share a love of nature and a deep appreciation for the richness of their diverse cultures. We are committed to a supportive, respectful, and inclusive work environment. People with diverse backgrounds and experience are strongly encouraged to apply.

### **General Description**

The Director of Finance performs professional non-profit accounting functions, including preparation of monthly financial reports, grant expense and net assets tracking, annual budget preparation and posting; management of annual independent audit; performance of related work as required. The Director of Finance position is accountable for ensuring the delivery of accurate, clear, and timely financial records and reports, maintaining accurate and efficient operations, internal controls, and workflow, compliance with all policies and procedures, including operational, financial, investment and human resource policies.

### **Essential Duties and Responsibilities**

- **Weekly (25%):**
  - Review accounts payable distribution reports
  - Review and code restricted funds for deposit
  - Process semi-monthly payroll: outsourced software processor, workers comp reporting, 403(b) and HSA administration
  - Maintain appropriate cash/investment balances and process account transfers

- **Month-end (55%):**
  - Perform bank reconciliations for CRT's and bank accounts
  - Review and audit monthly cash receipts report
  - Review and post timesheet distributions
  - Prepare, review and post journal entries as needed
  - Tracking and audit of grant expenses, releases from restriction
  - Maintain net asset schedules
  - Prepare financial reports for IOC, Board and Program Directors
  
- **Annual or Periodic (20%):**
  - Prepare quarter reports for Program Directors
  - Support CEO during annual budget planning, including preparation of budget to actual reports, preparing and collating budget worksheets
  - Manage annual independent audit: year-end documentation and schedules, act as liaison with audit firm
  - Complete Form 990 worksheet for audit firm
  - Prepare and submit annual unsecured property tax report
  - Assist in land transfers: escrow deposits, GL entry, fund tracking
  - Assist in commercial insurance policy and employee benefits insurance renewals
  - Complete annual 403b census report
  - Maintain employee files

### **Required Qualifications and Position Competencies**

- BS degree in Business or Accounting or equivalent work experience
- Proficiency in Word, Excel, Outlook and computerized accounting, currently MIP Cloud.
- 5 years minimum non-profit accounting experience
- Prior experience with investment portfolio accounts
- Ability to perform accurate and efficient data entry to an automated accounting system and spreadsheets.
- Must be able to adjust tasks and focus with poise, and in accordance with changing deadlines and priorities.
- Must be organized, creative, independent and self-motivated, enthusiastic, dependable, detail-oriented, flexible in scheduling and prioritization and driven by excellence.
- Must possess proficient written and verbal communication skills, including accurate grammar and business correspondence knowledge.
- Proficient with office machines and equipment; including computer hardware and software, 10-key by touch.
- Must present a neat, professional appearance.
- A good sense of humor and belief in working as a cohesive team – highly collaborative.

This job description is intended to describe the general nature and level of work being performed. It is not meant to be construed as an all-inclusive list of responsibilities, duties and skills required by this job classification.

Big Sur Land Trust strives to sustain the highest level of employee satisfaction, engagement, and a culture of trust, respect, and inclusion. We actively work to ensure a positive team environment where individuals are comfortable with expressing diverse views and opinions and sharing power and responsibility for BSLT's mission.

**Reports to:** Chief Financial Officer

**Compensation:** \$95k to \$105k annually commensurate with experience.

**Benefits:** Big Sur Land Trust offers a competitive benefits package including an extensive health plan, which includes medical, dental, and vision coverage and life insurance; contributions to a 403(b)-retirement plan; and paid holiday, vacation, and sick leave.

**Location:** Big Sur Land Trust offices in downtown Monterey, CA

**Big Sur Land Trust is committed to building a diverse workforce. Big Sur Land Trust provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or genetics.**

**How to Apply:** the following three items are required to be considered for the position:

- Cover letter or letter of interest that notes availability to start and addresses these three questions:
  - Why are you applying for this job?
  - What are the most important things to you in a work environment?
  - What type of knowledge, schooling, and/or life experience would you bring to this job?
- Your resume
- Contact information for at least three professional references

Please E-mail completed application to [employment@bigsurlandtrust.org](mailto:employment@bigsurlandtrust.org) with the name of the position for which you are applying in the subject line. Incomplete or unqualified applications will not be considered for the position. Applicants with the most relevant experience and qualifications suitable for the position will be contacted for interviews.

**Recruitment Schedule:** The position will be available by June 1, 2022.

For more information about Big Sur Land Trust, please visit [www.bigsurlandtrust.org](http://www.bigsurlandtrust.org).