



Big Sur Land Trust is hiring a new Finance and Payroll Specialist

(Posted September 2024)

Join Big Sur Land Trust (BSLT) as a Finance and Payroll Specialist, where you will play a key role helping to support the financial reporting needs of our organization and the Human Resource needs of our team. Join our outstanding team dedicated to nurturing talent and fostering a supportive, diverse work environment to achieve Big Sur Land Trust's mission:

Big Sur Land Trust 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. 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.

Job Detail

Job Title: Location: Status: FTE: Reports to: EEO:	Finance and Payroll Specialist Monterey Office Full time and Exempt 100% Chief Financial Officer (CFO) The 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
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Job Duties

General Description	The Finance Payroll Specialist is responsible for managing and coordinating payroll activities. Performing a wide range of accounting duties to support the finance department. Coordinating Human Resources activities including, but not limited to employment and employee relations. This is an excellent opportunity for an experienced professional who is passionate about land conservation and possesses excellent administrative, organization, and communication skills.
Examples of Primary Duties:	<p><u>Payroll</u></p> <ul style="list-style-type: none"> • Performs all payroll-related functions including but not limited to processing new hires, termination status changes, tax changes, wage garnishments, deductions, and direct deposit. <p><u>Finance/Accounting</u></p> <ul style="list-style-type: none"> • Ensures timely and accurate processing of accounts payable • Performs monthly Journal Entry activities • Performs monthly bank and credit card reconciliation process • Process cash receipts • Performs monthly reconciliation between accounting system and CRM system • Reviews, audits, and processes employee expense reimbursements; verifies accuracy of expenses and adherence to company policies • Maintains accounting department files and records • Performs general clerical duties including but not limited to filing, photocopying, faxing, typing, and mailing • Assists with special accounting projects as needed <p><u>Human Resources</u></p> <ul style="list-style-type: none"> • Assists with administration of company-wide human resources policies, procedures, and practices in accordance with stated corporate objectives and federal and state legal requirements • Participates in the Onboarding Process of new employees • Conducts exit interviews with employees; communicates findings to management • Coordinates distribution/communication of projects including but not limited to Employee Policy handbook, 403(b) retirement plan, and insurance open enrollment • Performs other related duties as assigned by management

Accountabilities

The Finance and Payroll Specialist is accountable for delivering the following results:

- An extremely high level of accuracy in their work
- Exceptional written and verbal communication skills
- Work collaboratively across the organization
- Adhere to BSLT's Values and Guiding Principles

Qualifications

Knowledge and Skills

The successful candidate will possess any combination of the education, training, and work experience that provides the required knowledge and skills. Typical qualifying education and experience might include:

- Bachelor's Degree (B. A.) or equivalent
- Two years of related experience
- Non-Profit experience
- Strong command of Excel spreadsheets
- Proficiency with debits, credits, and the ability to design double-entry accounting journal entries.
- Proficient in other Microsoft Suite of applications
- Proficiency in Paychex Payroll and MIP accounting software a plus
- Strong organizational, problem-solving, and analytical skills
- Versatility, flexibility, and a willingness to work within constantly changing priorities
- Acute attention to detail
- Strong interpersonal skills

Physical/Mental Work Demands:

- Frequently required to read technical information and work on a computer
- Frequently required to sit and stand.
- Occasionally required to lift items less than 25 pounds
- Ability to participate in outdoor functions
- Valid driver's license and a clean driving record

Compensation & Benefits: The annual salary range is **\$67,000-\$70,000**, depending on experience and qualifications. BSLT offers a competitive benefits package including extensive health plan, which includes medical, dental, and vision coverage and life insurance; contributions to a 403(b) retirement plan, paid holidays, vacation, and sick leave.

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

1. Your resume
2. A letter of interest that addresses qualification requirements, notes availability to start.
3. Please E-mail the completed application to employment@bigsurlandtrust.org. Applicants with the most relevant experience and qualifications suitable for the position will be contacted for interviews. No calls, please. **The position is available immediately and will remain open until filled.** For more information about BSLT, please visit www.bigsurlandtrust.org