

Georgia-Alabama Land Trust

Director of Finance and Human Resources

Location:

Remote (ideally within Georgia, Alabama, or immediately adjacent).

Reports to:

Executive Director (direct supervisor) and Director of Legal Affairs.

Primary Responsibilities:

Primary responsibilities include: overseeing accounts payable, accounts receivable, bank reconciliations, and month-end financials; preparation of annual budget, monthly forecasting, and analysis of performance; extensive financial management of special programs, including federal, state, and private grants, as well as invoicing/reimbursement requests and related reporting for numerous government programs/cooperative agreements; oversees and manages aspects of human resources and personnel.

Specific Responsibilities:

- Reviews and verifies vendor invoices, obtaining project manager approval prior to payment.
- Receives payments and codes to correct program.
- Maintains donation and grant tracking.
- Prepares weekly Cash Position, monthly Budget versus Actual (by program).
- Quarterly and end of year report preparation in final form for presentation to Finance and Investment Committee (Balance Sheet, Profit & Loss Statement, Budget versus Actual and Fund Restriction Status). May need to attend Quarterly Board Meetings in person.
- Prepares annual budget.
- Special Programs, Grants, and Cooperative Agreement financial management, administration, and associated reporting. Maintains highly detailed records. Provides awards management and general financial, accounting and information management services for conservation teammates and leaders. Completes all invoicing, reimbursement requests, invoicing, grant modification requests, and related reporting, and other actions associated with the financial administration and reporting of numerous programs, such as:
 - Department of Defense REPI Program
 - U.S. Army Corps of Engineers In-Lieu Fee Wetland Mitigation
 - NRCS Climate Smart Commodities Grant
 - Carbon Crediting Assistance Grant (NFS)
 - Habitat and Forestry Management Support Services to Department of the Army (USACE)
 - County Easement Monitoring
 - State DNR Grants
 - Others (new grants anticipated)
- Collaborates on proposals, coordinating the development of budgets and forecasts, tracking and analyzing actuals and variances, maintaining and supporting accounting activities and system processes, preparing reports for staff and donors, coordinating payables, contracts, and other agreements and ensuring best practices and organizational policies and commitments are met, accurately and timely.

- Assists outside auditor with annual financial audit, including IRS Form 990 preparation.
- Oversees payroll, taxes, PTO, and related entries.
- Oversees processing new hires and maintenance of personnel files.
- Manages retirement plan; communication with related staff, payroll submissions, adding and removing employees and making necessary edits.
- Oversees management of Property Inventory and related audits.
- Updates financial forms and additions for consistency with Standing Operating Procedures.
- Ensures financial management transactions are IAW GAAP and that all Land Trust transactions meet Land Trust Alliance standards, as well as accreditation requirements of the Land Trust Alliance Accreditation Commission.

General Requirements:

- Certified Public Account (CPA).
- Experience with accounting principles, practices, and regulations, including GAAP.
- Non-Profit Accounting experience and/or grant experience highly desired.
- Ideally has at least four years' experience in a similar position/experience.
- Experience with regulations related to grants and contracts.
- Strong experience in Profit and Loss Statement analysis.
- Experience with QuickBooks or similar accounting software; advanced Excel skills.
- Proficiency in Microsoft Word, SharePoint, Office365, Outlook.
- Strong organizational, analytical, and interpersonal skills.
- Strong verbal and written communication skills.
- Experience working with cross-functional teams across multiple organizational levels.
- Proficiency in working independently as well as jointly with colleagues on a team.

About the Georgia-Alabama Land Trust, Inc.:

The Georgia-Alabama Land Trust, Inc. (GALT) is a 501(c)(3) nonprofit dedicated to enriching life through land protection. Over the 30 years since GALT's founding, GALT has protected over 450,000 acres of land, primarily in Georgia and Alabama, making GALT the largest land trust exclusively protecting land within the Southeastern U.S.

GALT is an Equal Opportunity Employer. *The Georgia-Alabama Land Trust, Inc.* provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, veteran status, sexual orientation, gender, or any other characteristic protected by federal, state or local laws.

Travel / Work Locations:

Remote (ideally to be located within Georgia or Alabama; may consider applicants that are in close proximity to, though located just outside of, these states).

GALT also maintains an office at:
 226 Old Ladiga Road
 Piedmont, AL 36272

Travel may occasionally be required, such as for quarterly board meetings, strategic planning meetings, and as otherwise needed.

Strong Employee Benefits*:

- Competitive salary.
- 401(k) retirement plan with employer match.
- Health Insurance (currently through Blue Cross Blue Shield of Alabama), with strong employer share of cost.
- Dental Insurance options available.
- Allocation of Paid Time Off (PTO).

* Further details are provided for within GALT's Standard Operating Procedure.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

Work is often performed in an office and may require some physical exertion typical within an office setting such as standing/reaching, lifting small items, and filing. While performing duties of this job, the employee is regularly required to talk or interact with people over the phone and using video conferencing.

To Apply:

If you have a passion for land protection and believe you meet the qualifications, please submit your letter of interest and resume to Hal Robinson, Director of Legal Affairs, at hrobinson@galandtrust.org. Email inquiries only, please. We look forward to reviewing your qualifications!

Nothing in this job posting guarantees employment. This posting is limited to a specific opening at a specific time. GALT is relying upon the information provided by potential candidates. Submitting false information is unacceptable; GALT may seek to confirm information contained within a submitted resume and/or other application materials.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time, with or without notice.

To learn more about the Georgia-Alabama Land Trust, Inc., please visit: www.galandtrust.org.