****

**Finance Manager**

Combine your extensive experience in financial management with your passion for preserving our environment by joining our leadership team. As our **Finance Manager,** you would manage all aspects of our financial operations including strategy, planning / budgeting, and the day-to-day financial and accounting administration. Our ideal candidate has a minimum of five years’ experience in nonprofit financial management and a strong connection to our mission of protecting farmland, water resources, recreational areas and wildlife corridors.

Land Trust of Napa County is a community-based nonprofit dedicated to preserving and protecting land. In our 43-year history, we’ve completed 225 projects, protecting 73,848 acres of land – 14.6% of Napa County. To learn more about us, go to <https://napalandtrust.org>

**Responsibilities:**

***Financial Administration:***

* Collaborates with the CEO and Administrative Director to establish, maintain, and improve financial processes
* Works with Development staff for proper and accurate coding of all gifts into Raiser’s Edge
* Manages auditing, budgeting, financial reporting, cash and investment management, IRS 990 reporting, and internal policies and procedures
* Manages weekly, monthly, quarterly and annual close including: AP and AR coding, bank and Investment reconciliations
* Processes fixed asset, payroll transactions, general ledger and adjusting entries; ensures accuracy
* Maintains accounting records and Chart of Accounts
* Coordinates activities with the clerical accounting staff

***Strategy and Planning:***

* Collaborates with the CEO and Administrative Director to build, streamline and manage financial and reporting systems
* Interprets accounting reports to management, the Finance and Investment Committee, the Audit Committee and the Board of Trustees
* Works with the CEO to draft financial narrative and all financial reports for the Finance Committee and Board of Trustees meetings
* Works with senior staff to support the effectiveness in program financial management, grant budgeting and planning and related activities; works with managers to track financial information
* Coordinates and develops an annual budget and forecast; works with managers to oversee the development, implementation and monitoring of department operating budget
* Serves as the primary contact for the Investment Advisors and financial account managers

***Financial Oversight:***

* Remains up-to-date on accounting methodologies and procedures, all federal, state, and local legal requirements; advises the CEO and Administrative Director on needed action
* Provides status of financial condition by collecting, interpreting, and reporting financial data
* Serves as lead contact for the auditors, Audit Committee, Finance and Investment Committee
* Prepares special reports by collecting, analyzing, and summarizing information

**Qualifications:**

* Committed to the mission of Land Trust of Napa County
* Bachelor’s degree in Accounting and/or Finance or comparable experience
* A minimum of five years’ experience in financial management and nonprofit accounting; knowledge of GAAP
* Proficient with Microsoft Office Suite, Financial Edge, Raiser’s Edge, or similar software
* Strong problem solving, analytical, creative and strategic thinking skills
* Able to work with staff, Board of Trustees, Committees, and high level volunteers and donors
* Strong interpersonal, communication (oral and written), presentation skills; write reports, business correspondence, and procedure manuals
* Demonstrated ability to supervise, mentor, train and motivate staff
* Able to handle confidential information and maintain high confidentiality
* Flexibility and sense of humor

**To Apply:**

Email your resume, a cover letter addressing why you are a great fit for this role, and salary expectations to: **NapaLTFinanceMgr@gmail.com** **--** please put **"Finance Manager"** in the subject line of your e-mail.

*Land Trust of Napa County is an Equal Opportunity Employer*