



Finance Director

- Position Type: Regular Full-Time, Exempt, approximately 40 hours per week.
- Starting Salary Range: \$85,000 to \$100,000 annually
- Benefits: Medical, Vision and Dental benefits, Paid Time Off (PTO), paid holidays, opportunity to participate in organization's 401K match program, flexible work hours.

Overview

The Land Conservancy of San Luis Obispo County is a local, private, non-profit land trust working to conserve and care for the diverse wildlands, farms, and ranches of the Central Coast. We connect people to the land and to each other. The organization strives to create a fun, inspiring, and family-friendly work environment with flexible work hours, a team-oriented structure, and good benefits. The organization has recently received family-friendly workplace awards.

The Finance Director performs professional non-profit accounting functions in accordance with Generally Accepted Accounting Principles (GAAP), including preparation of monthly financial reports, grant expense and net assets tracking, annual budget preparation; management of the annual independent audit and tax filings; and performance of related work as required. The Finance Director oversees the day-to-day financial functions of the organization, including ensuring accurate and timely processing of invoices, payments, and deposits. The Finance Director is accountable for ensuring the delivery of accurate, clear, and timely financial records and reports, maintaining accurate and efficient operations, internal controls, and workflow, and ensuring finance department compliance with all policies and procedures, including operational and human resource policies. The Finance Director is also an integral member of the staff leadership team, including advising other Directors, participating in strategic planning, providing input on operations of the organization, mentoring staff, and supporting the Board of Trustees.

The Finance Director works under general supervision by the Executive Director, and in close partnership with the other Directors, the Executive Assistant, and the Operations/HR Manager. The Finance Director supervises the Finance Manager.

Essential Duties of the Job

Financial Management (65%)

1. Prepare annual budget with input from all departments. Assist in the creation of the annual business plan and the presentation of the budget to the Finance Committee and the Board.
2. Manage the annual third-party audit process, including preparing schedules and notes for the financial statements and IRS 990, and serving as the main point of contact for the vendor.
3. Prepare financial reports for Board of Trustees, staff and donors. Collaborate with the Executive Director to create engaging dashboards, reports, or other tools to communicate effectively about the organization's operations, finances, and Key Performance Indicators (KPIs).
4. Serve as the staff liaison for the Finance Committee including scheduling meetings, preparing the agenda and presentations, etc.
5. Prepare loan applications and/or loan renewal applications. Track and manage existing lines of credit and loans.
6. Hire, train, mentor, inspire, and supervise the Finance Assistant.
7. Maintain a coherent system of accounts, with a supporting filing system.
8. Oversee Accounts Payable, Accounts Receivable, credit card records and other cash receipt and/or disbursement activities.
9. Oversee grant payment requests and ensure compliance with specific Grantor's requirements.
10. Track and maintain detailed records for restricted funds.
11. Input payroll allocations and document financial processes.
12. Monitor procurement activities.
13. Collaborate with internal departments to reconcile accounting discrepancies.
14. Assist project managers in tracking income and expenses for capital projects, as needed.

15. Reconcile bank account and investment statements monthly.
16. Oversee the maintenance of the accounting and employee time tracking database systems and ensure data integrity.
17. Maintain effective internal controls by maintaining adequate accounting policies and procedures, communicating those policies and procedures, and monitoring compliance with policies and practices.
18. Advise other departments on best practices related to fiscal procedures and other financial related topics. Prepare occasional presentations for staff and/or board to further educate the team.
19. Track changes to GAAP standards and any relevant local, state, or federal laws. Review existing financial policies and procedures to help ensure regulatory compliance.
20. Process Transfer of Development Credit (TDC) sales per organization and County requirements.
21. Assist Accreditation team as needed.

Leadership (15%)

1. Participate in the Director team. This includes assisting with organization-wide decision making, joining bimonthly/quarterly meetings, and contributing to strategic planning.
2. Mentor and advise staff both within their department and throughout the organization.
3. Advise and support the Executive Director in identifying potential improvements to organization systems and processes. Implement those changes where applicable.
4. Participate in community events and special projects in other departments.
5. Represent the organization at events, and with partners and funders.
6. Identify and pursue relevant government programs such as financial relief funding sources, administrative-related grants, etc.

Financial Strategy (15%)

1. Collaborate with the organization's financial advisors and Finance Committee to strategically invest the organization's resources.
2. Track and review the organization's investments and advise the Executive Director on any concerns or recommended changes.
3. Support the engagement and development team in their fundraising efforts as needed. Provide input on campaigns, grant proposals, and project budgets.
4. Identify areas of risk and propose risk mitigation strategies.
5. Serve on internal teams as needed to support/create organizational assessments, growth plans, work plans, and other special projects.
6. Manage the organization's banking relationships.

Admin and Human Resources Support (5%)

1. Support the HR Manager with preparing reports and facilitating audits of benefit programs and employment insurance policies including the organization's 401K plan and worker's compensation.
2. Review costs and bills related to human resources, including insurance and benefits programs.
3. Provide financial-related training to incoming staff.
4. Answer phones and greet visitors when other staff members are not available.
5. Implement general administrative tasks as needed.

General Duties

1. Develop and maintain a schedule of tasks to be completed on a regular basis and complete tasks within the allotted time.
2. Provide own transportation to Land Conservancy office facilities.

3. Be mindful of personnel policies and procedures.
4. Be respectful and professional; avoid behavior that would interfere with the work of others.
5. Maintain a professional separation between work and personal activities.
6. Maintain positive attitude and be collaborative.
7. Always maintain complete confidentiality.
8. Implement suggested changes in the job functions and procedures in a prompt and respectful manner.
9. Identify problems and suggest solutions.
10. Be conscious of safety hazards and report issues to supervisor immediately.

Required Qualifications

1. Strong commitment to land conservation and the mission and vision of LCSLO.
2. College degree in Accounting or Business Administration, or similar. Four years of relevant work experience can be substituted for required education. Any equivalent of education and experience, which provides the required knowledge and abilities, may be substituted for the required experience.
3. At least three years of experience working as a Finance Manager or equivalent, with progressive responsibilities.
4. Proficient in Quickbooks accounting software and MS Excel. Plus, experience with the full MS Office Suite.
5. Strong knowledge of Generally Accepted Accounting Principles (GAAP).
6. Experience managing billing, accounts payable and accounts receivable.
7. Experience supervising other staff or teams.
8. Highly organized with strong attention to detail.
9. Excellent written and verbal communication skills, able to communicate the needs and financial performance of the organization clearly both verbally and in written form to LCSLO staff, Board, donors and funding agencies.
10. Ability to manage numerous tasks simultaneously, meet deadlines, and work with staff from various programs.
11. Ability to initiate and coordinate numerous activities with little or no supervision and be able to handle problems as they arise.
12. Strong creative, strategic, analytical, and organizational skills.
13. Perform other job-related duties and special projects as assigned.

Physical Job Requirements

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. "F" for frequently; "O" for occasionally; "N" for not at all.

Physical

On the job the employee must:

- (F) Bend
- (F) Sit
- (O) Squat
- (O) Stand
- (N) Crawl
- (F) Walk
- (N) Climb
- (O) Push/Pull
- (O) Kneel
- (O) Handle objects
- (O) Reach above shoulder level
- (F) Use fine finger movements
- (N) Other: Operate power equip.

Must carry/lift loads of:

- (F) Light (up to 25lbs.)

(O) Moderate (25-50lbs.)

(N) Heavy (over 50lbs.)

Mental

On the job the employee must be able to:

- (F) Read/comprehend
- (F) Write
- (F) Perform calculations
- (F) Communicate orally
- (F) Reason and analyze
- () Other _____

Environmental

On the job the employee:

- (N) Is exposed to excessive noise
- (N) Is around moving machinery
- (O) Is exposed to marked changes in temperature and/or humidity

- (N) Is exposed to dust, fumes, gases
- (N) Drives motorized equipment

- (O) Works in confined quarters
- (N) Other: Works with chemicals including toxic glues and herbicides.

Reporting Responsibilities

The Finance Director reports directly to the Executive Director.

Standards of Performance

The Land Conservancy, in accordance with the listed Job Functions, will evaluate performance based on a standard review form after completion of the 90-day orientation period, followed on an annual basis thereafter, for the duration of employment. Reviews will be conducted through a meeting with the Executive Director and will be documented in a narrative, letter format.

Finance Director

Date

Executive Director

Date