



POSITION: Director of Finance and Administration

Triangle Land Conservancy (TLC) is seeking candidates for the position of Director of Finance and Administration. Applications will be accepted until January 20, 2019.

About TLC:

Triangle Land Conservancy is an accredited and well-respected land trust, having protected almost 19,000 acres in the rapidly growing Triangle region of North Carolina. For 35 years, TLC has conserved land to safeguard drinking water, to support family farms and the local food economy, to protect important natural habitat, and to connect people with nature. TLC is currently headquartered in downtown Durham. This is an exciting time to work at TLC as we have recently completed a strategic action plan that will guide us as we double the pace of conservation in the Triangle in the next seven years.

TLC seeks to attract the candidates who support the mission of TLC and who respect and promote excellence through diversity. TLC is committed to equal opportunity and follows recruitment and selection practices that comply with all applicable employment laws. To this end, TLC recruits, hires, trains and promotes individuals without regard to color, race, religious belief, sex, marital status, sexual orientation, national or ethnic origin, disability, veteran status, or age. www.triangleland.org

Job Description:

TLC seeks a highly motivated candidate who reports to the Executive Director and is responsible for finance and accounting, information technology (IT), and general administration functions. The Director of Finance and Administration works closely with other TLC departmental directors in leading the organization and with the outside financial auditors. The Senior Finance Associate reports to the Director of Finance and Administration. The job also entails significant reporting responsibility to, and interaction with, TLC’s Board of Directors and its Finance & Investment and Governance Committees.

Essential Duties Include:

Accounting/Finance

1. Direct TLC’s financial reporting process. Ensure that Financial Statements are prepared on time and accurately and in accordance with Generally Accepted Accounting Principles.
2. Ensure that transactions are appropriately classified among projects, programs, grants as well as other fund-level and restriction considerations.
3. Maintain internal and external financial transparency to foster understanding and promote a collaborative business management philosophy throughout the organization.
4. Serve as staff liaison to Board Finance Committee, work closely with Board Treasurer.
5. Develop the annual operating budget, working closely with all staff members.
6. Monitor the annual operating budget and provide relevant, timely financial reporting to Executive Director, staff, and Board of Directors to effectively monitor performance, identify issues and proactively work to address concerns as appropriate
7. Oversee the annual financial audit and preparation of IRS form 990, which are prepared by outside CPA firm.
8. Reconciliation of investment portfolio transactions and manage relationship with portfolio managers in conjunction with the Finance & Investment Committee and Board Treasurer.
9. Remain informed on accounting best practices, standards, and legal requirements.

Internal Controls, Risk Management, and Compliance

1. Ensure that strong internal controls are in place and documented for all accounting functions.
2. Ensure timely and accurate completion of federal, local, and state regulatory reporting requirements and tax filings.
3. Serve as the liaison with the Governance committee of the board of directors.
4. Lead organizational efforts in remaining accredited with the Land Trust Alliance.
5. Maintain adequate and suitable insurance coverage.

Human Resources

1. Work in conjunction with the Executive Director, TLC's senior management team, and [CAI](#) on strategic HR matters.
2. Oversee payroll processing and the filing of related federal and state reports for tax and other purposes
3. Manage and monitor employee benefits administration

Technology and Systems Management

1. Maintain accounting software and associated systems.
2. Manage outside IT vendor relationship for network and desktop administration and support.
3. Ensure that accurate and reliable electronic data files are safeguarded from intrusion and backed up on a regular basis.
4. Regularly consider innovation on an organization-wide basis. Collaborate with teams to explore how to utilize technology to improve work quality and increase work efficiencies.
5. Work with outside vendors to implement system changes and enhancements as needed.
6. Remain informed on technology advancements in the nonprofit space.
7. Monitor need for services, office space and other capital needs; request and analyze cost estimates when appropriate

Qualifications:

- BA/BS and ten or more years of full-charge accounting experience required.
- A minimum of five years of nonprofit fund-level accounting experience preferred.
- Significant post-college or graduate school experience or increasing responsibility in financial management, including strong knowledge of fund accounting, finance, and general business administration. BA/BS in accounting or business function, MBA, CPA, and/or CMA preferred.
- Demonstrated advanced level experience with Sage Intacct preferred, advanced level experience in Financial Edge or similar financial software and Raiser's Edge or other donor database software preferred.
- Experience with HR preferred.
- Demonstrated ability to retrieve, analyze, and synthesize information to create accurate reports and lists.
- Strong organizational and analytical skills. High degree of focus and attention to detail.
 - High proficiency in Word, Excel, and Outlook required.
 - High level of analytical ability to monitor and refine accounting and investment systems and procedures and to identify and assess the potential impact of various strategies and transactions
 - Excellent oral, written and interpersonal communication skills necessary to maintain cooperative working relationships and interact effectively with colleagues, supervisors, volunteers, and donors in a small office environment
 - Strong organizational skills and ability to prioritize, create own work plan, creatively problem solve, and exercise good judgment
 - Excellent computer skills and the ability to learn specialized software
 - Impeccable moral and ethical standards and conduct
 - The ability to graciously adjust activities, priorities and occasionally take on new responsibilities
 - Commitment to the mission and work of Triangle Land Conservancy

Compensation and benefits:

Base salary of \$55,000 - \$65,000, depending on qualifications and experience. Current benefits: health insurance including dental and vision, HSA/FSA contribution, SEP IRA contribution after one year, short and long-term disability, 10 holidays as well as accrual of 25 days of personal paid time off in first 3 years.

TLC is willing to consider a work schedule of 32 hours per week at a reduced rate.

How to Apply

Please send a single PDF with your cover letter, resume, and list of three references (who will not be contacted unless you are selected for an interview). Save your application file as: LastName_FirstInitial_TLC (e.g. Carson_R_TLC.pdf).

Please use Dir of Finance and Admin as your subject and email your application to: HR@triangleland.org

Deadline to apply is **Sunday, January 20, 2019. No phone calls please.**

Triangle Land Conservancy prohibits any discrimination in carrying on its mission on the basis of race, color, religion, sex, age, national or ethnic origin, disability, sexual orientation, gender identity, or marital status. This includes all programs, projects, events and any other related activity sponsored by TLC.

