Use your strong accounting skills to make a difference and leave a legacy! The Land Trust of Santa Cruz County is a well-funded, rapidly growing conservation organization whose mission is to protect, care for, and connect people to the extraordinary lands that make this area special.

**JOB SUMMARY:** Plans, develops and implements organizational excellence in the areas of finance, human resources, risk management and other areas as identified to further the achievement of goals, objectives and professional standards. Responsibilities are carried out as prescribed by the Executive Director in accordance with practice policies, procedures and quality standards and in compliance with current laws and regulations established by Federal, State and local regulatory bodies. Strong collaboration skills necessary.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following as well as other duties and responsibilities that may be assigned

**Financial Management (Approximately 80% of Time)**
- Development of the annual budget
- Participates in the strategic planning process and annual review
- Creates and manages financial policies and procedures
- Responsible for the timely completion, Audit Committee review and approval, Board approval and timely filing for the annual audit and Form 990
- Management reporting
JOB DESCRIPTION

JOB TITLE: Finance Director

- Financial Statement preparation
- Management of internal controls
- Liaison to Board Finance and Audit committees
- Biweekly payroll including tax payments, reporting and information filing. Annual preparation of W2’s
- Annual Welfare Filings for fee title properties
- Annual filing of Form’s 1099
- Grant tracking and reporting
- Coordination of financial arrangements with partners
- Oversight of support staff
- Oversight of reaccreditation process

Human Resources (Approximately 10% of Time)
- Resources and manages health insurance and other employee benefits
- New hire and termination paperwork
- Wage and classification adjustment paperwork
- Personnel Policies creation, management and review
- Oversight and management of consultants
- Other personnel issues as they arise

Property Management (Approximately 5% of Time)
- Management of the Byrne Forest rental houses
- Oversight of construction projects at the main office site

Risk Management (Approximately 5% of Time)
- Annual review and periodic monitoring of the following insurance policies: General Liability, Directors and Officers, Cyber Liability, Workers Compensation Insurance and Conservation Easement Defense Insurance (Terrafirma)

Other Responsibilities
- Establishes and maintains effective channels of communication with the Board, Executive Director, co-workers, donors, contractors and all other business contacts
- Conducts self in a manner reflecting credit on the Land Trust and encourages others to do the same
- Uses equipment and materials in a safe and acceptable manner, follows established safety procedures, uses appropriate safeguards and observes common sense rules of safety in all on-the-job activities

GENERAL JOB PERFORMANCE STANDARDS

KNOWLEDGE OF WORK - Possesses and utilizes knowledge of the job which is essential to perform the specific functions and related work.

QUANTITY OF WORK - Accomplishes an appropriate volume of satisfactory work under normal conditions.

QUALITY OF WORK - Consistently demonstrates accuracy, thoroughness, neatness and dependability to produce work within acceptable standards.

TIMELINESS - Completes assignments on or ahead of schedule.
JOB TITLE: Finance Director

ABILITY TO LEARN NEW DUTIES - Interprets, learns and responds to instructions for new situations, procedures or methods.

JUDGEMENT AND COMMON-SENSE COOPERATION - Decisions/actions are sound, including safety awareness.

COOPERATION - Willing to work with others toward common goals.

COMMUNICATIONS Demonstrates relevance & clarity of written & oral expression. Effectiveness in exchanging ideas & information.

INITIATIVE - Ability to originate, develop or create new ideas or take steps to get things done.

PROBLEM SOLVING - Identifies and evaluates alternate solutions and selection of the most appropriate course of action.

ATTENDANCE AND PUNCTUALITY - Shows daily ability to be at work at scheduled time, including being prepared to work on time after breaks, meal periods and other authorized absences from work.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION & EXPERIENCE
Bachelor's degree (B.A.) from a four-year college or university preferred, with a degree in Business or Accounting helpful plus a minimum of 5 years of experience in a non-profit finance role or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, and governmental regulations. Ability to write reports, business correspondence, and procedures with conformance to the prescribed style and format. Ability to effectively present information and respond to questions from government entities, employees, managers, clients and the general public.

COMPUTER AND PROGRAM SKILLS
Must be computer literate and experienced in Microsoft Word. Excellent Excel workbook skills necessary. Excellent Quickbooks skills required including strong knowledge of the use of classes and customer jobs and custom report generation. Excellent skills required in tracking restricted funds. Ability to learn new software when required.

MATHEMATICAL SKILLS
Ability to work with generally accepted accounting procedures, balance sheets, statement of functional expenses and essential mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift up to 25 pounds, perform fine hand manipulation, operate a keyboard, view a computer screen.
JOB DESCRIPTION

JOB TITLE: Finance Director

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Approximately 90% of the time is spent indoors, within a standard office environment. Approximately 90% of the time is spend on the computer.

TO APPLY: Send resume and cover letter to
Stephen Slade
Executive Director
Land Trust of Santa Cruz County
617 Water Street
Santa Cruz, CA 95060
Or
stephen.slade@landtrustsantacruz.org

Please, no calls or visits.