



Walloon Lake Association and Conservancy (WLAC)

Finance Director (Full-time)

Job Description Updated 06.08.2021

The mission of the Walloon Lake Association and Conservancy (WLAC) is to conserve, care for and enhance the connection of people to Walloon Lake and its watershed, now and forever.

The WLAC is an oddity in the conservation community in that it is a hybrid of a lake association and land trust. We view our uniqueness as a strength. We are a non-profit (501C3), membership-based organization. We have a board of 17 Trustees, 6 full-time teammates with the addition of 1-2 interns every summer. Through 12 Committees we are able to tackle lake and land issues; from boater safety, government relations, aquatic invasive species control to land conservation, preserve stewardship and public education. Additionally, the WLAC is pursuing Land Trust Alliance Accreditation in 2021. The right person will see this extra-ordinary combination as a unique opportunity to protect the lake and land in one of the most beloved scenic areas in the country.

We: conserve and protect the "Gem of the North," aka Walloon Lake and its watershed following best practices and standards. We are a small but mighty team that helps form lifelong connections between this amazing little piece of the world and the people who live, work and play in Walloon. Our board members and volunteers are the best humans on the planet. And our stakeholders like to bake us cookies.

You: an analytical numbers person to the core, you thrive in roles where you are able to track metrics, make data driven decisions and can implement risk management methods. You know your way around accounting software (QuickBooks) and Excel spreadsheets and are really good at explaining complex things in very simple ways. You also understand that working in a small nonprofit shop, you'll likely wear multiple hats totally separate from your finance duties and you are here for it.

Some perks...

- Pay is competitive and aligns with the latest Land Trust Alliance's Salary Survey
- Health Reimbursement Arrangement (HRA Plan)
- 6% Annual Simple Employee Plan (SEP) Contribution
- Plenty of vacation and personal days
- Cell Phone/Internet Stipend
- Flexibility -- work from home arrangements combined with office hours
- Modern office space located in the heart of Walloon Lake Village (Oh! And we have some really great office chairs with up/down desk thingamabobs)
- Paid professional development
- Did we mention that we get to wake up every morning and protect the most beautiful lake in the world??

APPLICATION INSTRUCTIONS: Email your cover letter, resume, two (brief) writing samples, and references to Josephine Roberts (our Executive Director) at josephine@walloon.org by 8.2.2021. For your cover letter, please include a description of a few of the hardest problems you solved and exactly how you solved them.

RESPONSIBILITIES

Financial Management

- Working with the Executive Director and Office Administrator to ensure that internal control protocols are being followed
- Manage accounts payable/receivable including pledges and loans, cash flow, all deposits, and maintain ongoing financial records and account balances
- Reconcile monthly all bank accounts, company credit cards and expense reports, Community Foundation Funds, Endowment Investment Fund, Payroll, Health Reimbursement Arrangement (HRA); pledges; database (Salesforce) to accounting software (QuickBooks)
- Verify and record credit card deposits from online ticketing platform
- Facilitate fund transfers between accounts as needed and with the appropriate permissions and approvals
- Process bi-weekly payroll
- Prepare and present monthly financial statements with explanations of variances including cash flow, profit and loss, and balance sheets in a timely manner
- Assist the organization accountants in the preparation of operating and business taxes for audit, quarterly review and annual financial reporting and tax documents (i.e. 990, 1099s)
- Manage the financial product vendor relationships
- Advise the Executive Director and Finance Committee on accounting best practices to include identification of cost savings and other improvements regularly
- Lead special projects as assigned to include restructuring reports in line with accounting best practices, like the selection and setting up of new accounting software
- Ensure compliance with all Federal, State, and Land Trust Alliance accounting and financial standards
- Establish and maintain signatories for all accounts (annual changes)
- Gain knowledge and stay up to date on financial market trends that may impact the WLAC Endowment

Finance and Insurance Committee Management

- Work with the Treasurer as the staff lead to prepare committee agendas and support materials for distribution to members of the Finance Committee on a timely basis
- In tandem with the Treasurer, facilitate and lead Finance Committee and subcommittee meetings
- Assist with insurance needs/issues including but not limited to payroll, workers comp, and other applicable corporate insurance needs
- Manage corporate insurance bid process (every 3-5 years)
- Manage investment management bid process (every 3-5 years)
- With the Finance Committee and as needed, develop, update, and implement accounting policies
- Working with the Executive Director and Treasurer, help lead and facilitate a successful and efficient budget season

Fund Development and Programs

- Work with the Executive Director, Program Directors, and Committees in preparing annual budgets and loading the approved budget into the financial system
- Assist with budgeting for grant proposals and grant management
- Lead and implement protocols and procedures for taking in cash or credit cards for fundraising or programmatic events
- Oversee all POS systems -- website and other -- within the organization
- Work with the Director of Development and Communications on managing, tracking and invoicing campaign pledges
- Work with the Director of Development and Communications on managing and tracking planned gifts
- Provide program staff and committees with up-to-date budget information to ensure compliance
- Be able to communicate the organizational financial picture in multiple formats including graphs and charts (annual report), financial reports, article writing, and storytelling.
- Maintain spendable Endowment Funds tracking sheet for land acquisitions and special projects
- Maintain and manage special funds per donor restrictions or board designations
- Assist with publications as needed (e.g. annual report, annual directory)

ESSENTIAL QUALIFICATIONS AND SKILLS

- Related degree and/or nonprofit finance experience
- Experience working in a small office environment as the sole accounting resource
- Strong bookkeeping experience and an excellent understanding of U.S. GAAP and IRS guidelines
- Experience with conservation and environmental organizations is a distinct advantage
- Proficiency in QuickBooks, online, hosted and desktop versions or other financial management software
- Experience in creating or revising chart of accounts
- Microsoft Excel genius