



WALLOON
LAKE
ASSOCIATION AND
CONSERVANCY

Walloon Lake Association and Conservancy

Director of Finance and Administration (Full-time Exempt)

Salary Range: \$60,000 - \$70,000 annually – dependent on experience
Application Deadline: October 1st, 2024; however, applications will be reviewed on a rolling basis until the right candidate is found
Start Date: ASAP

Our Mission

Our mission here at Walloon Lake Association and Conservancy (WLAC) is to deliver Walloon Lake, a place where people and nature thrive, to the next generations through the power of conservation.

Position Summary

The Director of Finance and Administration plays a crucial role in overseeing the financial health and operational efficiency of Walloon Lake Association and Conservancy (WLAC). This position combines strategic financial management with administrative oversight to ensure the organization's sustainability and effective use of resources in support of its conservation mission.

The Director of Finance and Administration will play a pivotal role in supporting WLAC'S mission to preserve and protect natural habitats and resources for future generations through sound financial management and efficient administrative operations.

Key Responsibilities:

1. **Financial Management:** Develop and manage annual budgets, financial forecasts, and financial reporting. Provide strategic financial guidance to the Executive Director and Board of Trustees. Ensure compliance with financial regulations and internal policies.
2. **Administration:** Oversee day-to-day operations of administrative functions including human resources, IT, facilities management, and legal compliance. Implement best practices for organizational efficiency and effectiveness.

3. **Fundraising Support:** Collaborate with development staff to support fundraising efforts through financial reporting, budgeting for grant proposals, and ensuring financial transparency to donors and stakeholders.
4. **Strategic Planning:** Contribute to the organization's strategic planning process by providing financial insights and recommendations. Help set goals and objectives aligned with WLAC's mission and long-term financial sustainability.
5. **Risk Management:** Identify financial and operational risks and implement appropriate controls and mitigation strategies. Ensure insurance coverage is adequate and oversee organizational compliance with legal and regulatory requirements.
6. **Board Engagement:** Serve as staff liaison to the finance and audit committees of the Board of Trustees. Present financial reports, analyses, and recommendations to the Board when asked to facilitate informed decision-making.

Additional responsibilities (including, but not limited to):

- Oversee day-to-day management of WLAC's annual budget in accordance with best practices.
- Manage accounts payable/receivable, cash flow, deposits, and maintain financial records.
- Reconcile bank accounts, credit cards, expense reports, and other financial accounts.
- Handle fund transfers and process bi-weekly payroll.
- Present monthly financial statements with detailed explanations of variances.
- Assist in tax preparation and ensure compliance with accounting standards.
- Manage relationships with financial and administrative vendors and contractors.
- Monitor and manage bank accounts and financial procedures, ensuring adherence to policies and internal controls.
- Draft the annual budget, monitor budget vs. actuals, and collaborate closely with the Executive Director, Treasurer, and Finance Committee to maintain organizational financial health and improve operational systems.
- Prepare reports and present financial information to the Finance Committee and Board of Trustees.
- Collaborate with staff to ensure accurate coding and handling of all income and expenses, monitor use of restricted funds, and communicate grant balances.
- Coordinate with external auditors for quarterly and annual audits, as well as IRS Form 990 preparation.

- Ensure WLAC meets financial and operational requirements set by the Land Trust Accreditation Commission, including maintaining necessary records for accreditation renewal.
- Manage key administrative areas critical to WLAC's mission, including annual insurance coverage reviews, maintenance of financial and administrative records, and compliance with reporting requirements (IRS Form 990, 1099s, state filings, workers' comp audits, etc.).
- Communicate relevant state and federal administrative requirements to staff and provide financial context for programmatic planning.
- Administer payroll processes, including employee time tracking, bi-weekly payroll submissions, and annual retirement contributions.
- Ensure compliance with employment standards regarding the use of contractors versus employees.
- Administer HR systems to ensure compliance with policies, manage employee benefits, and oversee onboarding processes.
- Support WLAC's commitment to diversity, equity, and inclusion through internal organizational improvements.

Qualifications:

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field; advanced degree (e.g., MBA, CPA) preferred.
- 5+ years proven experience in financial management, with a preference for nonprofit or conservation organization experience.
- Strong understanding of nonprofit accounting standards, financial reporting, and budgeting processes.
- Leadership experience overseeing administrative functions such as HR, IT, and facilities management.
- Excellent analytical skills with the ability to translate financial concepts for non-financial stakeholders.
- Demonstrated experience in recording financial transactions, financial planning, budgeting, and reporting, ideally within a nonprofit context.
- Proficiency in QuickBooks Online (including QuickBooks Time), Microsoft 365, Google Workspace, SharePoint, Salesforce, and Adobe Acrobat Pro.
- Integrity, discretion, and commitment to maintaining confidentiality.
- Enthusiasm for continuous improvement and streamlining procedures to enhance accuracy and efficiency.
- Strong interpersonal skills and a collaborative approach to team dynamics.

- Excellent verbal and written communication skills.
- Ability to manage multiple tasks and deadlines in a fast-paced environment.
- Outstanding analytical, problem-solving, and decision-making abilities.
- Highly organized with meticulous attention to detail.
- Passionate commitment to the mission of WLAC and environmental conservation.

Some Perks

- Pay is competitive and aligns with the latest Land Trust Alliance's Salary Survey
- Health Reimbursement Arrangement (HRA Plan)
- Retirement plan – SIMPLE IRA with a 1 to 1 employer match up to 3%
- Plenty of PTO and recognition of federal holidays
- Cell phone/internet stipend
- Hybrid/Remote work schedule (will be considered on a case-by-case basis)
- Modern office space located in the heart of Walloon Lake Village
- Paid professional development

Note: This position description serves as a general overview of the role's and responsibilities and requirements. Duties and expectations may be adjusted to accommodate the organization's evolving needs.

A background check is required prior to hire.

Location: Walloon Lake, MI (will consider hybrid/remote work)

To Apply: Please send your cover letter and resume in one PDF to haley@walloon.org with the subject: **WLAC Director of Finance and Administration Application**. For questions, please contact Haley Breniser, Executive Director of WLAC, at haley@walloon.org.

WLAC is an equal opportunity employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, gender, gender identity, or expression, national origin, genetics, disability, age, veteran status, or any other basis protected by law.