



The Land Trust For Santa Barbara County

Job Description: Director of Finance and Administration

Location: Santa Barbara County

Job Type: Full-time, exempt position

Salary Hiring Range: \$120,000-\$160,000.

Organization Overview

Founded in 1985, The Land Trust for Santa Barbara County is a 501(c) (3) tax exempt California non-profit Corporation that conserves natural resources, agricultural land, and open spaces for the benefit of present and future generations. We are a nationally accredited member of the Land Trust Alliance and California Council of Land Trusts. For almost 40 years the Land Trust has worked to protect the spectacular landscapes we call home to ensure essential habitats, local food systems, and access to open space for all communities now and for future generations. Several years of tremendous growth and achievement have resulted in the successful conservation of over 57,000 acres, 58 conservation easements, and thousands of residents enjoying the outdoors.

The Opportunity

As the Land Trust nears its 40th Anniversary, we are looking to hire an experienced Director of Finance & Administration to manage complex financial and administrative needs. The Director will arrive at a time of significant growth within the organization and have the opportunity to build out financial practices, such as long-term budget projections, while solidifying the systems and infrastructure that support core functions. Land trusts have a unique, perpetual obligation to the lands we conserve and with that comes an enduring financial obligation. The Director will work with the whole Land Trust team to address the organization's financial and administrative needs. Santa Barbara County has the potential for robust additional conservation over the next decade and each member of our team contributes directly to this important work.

Position Description

The Director of Finance and Administration reports to the Executive Director and partners with the leadership team in strategic decision making and operations. The position works closely with the Board of Trustees and is the primary staff member supporting the finance and audit committees. This position is responsible for the following areas: finance, business planning and budgeting, human resources, administration, facilities and IT. This position is a hands-on and participative manager and supervises the work of the administrative and accounting personnel, and various contractors as required. This is a full-time, exempt position.

Duties and Responsibilities

Financial Management

- Manage day to day accounting, operations, and finance functions of the organization, including supervision of the Land Trust's accounting and administrative personnel, and other positions as appropriate.
- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with applicable GAAP and regulatory requirements. Maintain internal control safeguards.
- Create, analyze, and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; oversee all financial, project/program, donor, and grants accounting.
- Manage organizational cash flow and forecasting.
- Manage various investment accounts, following Investment and Spending policy. Works closely with board committees to actively manage liquidity and reserves to serve the objectives of the organization.
- Coordinate and lead the annual audit process with an independent CPA, liaise with external auditors and the audit committee of the board; coordinate annual federal/state non-profit tax return filings with CPA firm.
- Oversee payroll and preparation of 1099s, quarterly and annual payroll tax returns and W2s, workers' compensation reports and other payroll reporting as required.
- Oversee and lead annual budgeting and planning process in conjunction with the Executive Director; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Staff the Finance and Audit Committees meetings including preparing materials, attend Board meetings to support presentation of financial reports. Prepare draft minutes for Finance and Audit Committees.
- Oversee licensing, Secretary of State reporting, annual property tax exemptions, other governmental filings as required, and insurance and reporting requirements.
- Work with other departments to manage grant and donation revenue and ensure grant agreement compliance. Maintain grant accounting, and historical tracking; cost accounting tracking procedures for cost reimbursement agreements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.

Administration, Human Resources, and Technology

- Manage administrative staff and needs of the organization, coordinate with leadership team on solutions to emerging administrative needs.
- Serve as primary point of contact for the contracted HR firm; coordinate closely with HR and the Executive Director on personnel matters, including compensation and benefits administration.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization grows.
- Oversee risk management including the insurance portfolio; guarantee compliance with all relevant regulations and agencies to which the Land Trust is accountable.

- Supervise IT vendor, develop and implement new processes and systems that increase financial and operational efficiencies.
- In conjunction with the Executive Director, HR and the leadership team, support staff performance and development goals consistent with the organization's strategic plan.
- Develop and update organization policies and procedures as necessary.
- Support maintenance of the Land Trust Alliance accreditation

Required Qualifications

- Bachelor's degree in business or related field or commensurate business experience, MBA/CPA preferred.
- 8-10 years of financial and operations management experience in managerial role.
- Demonstrated ability to design and implement best practices in financial and operations management.
- Solid experience with non-profit organizations, GAAP standards and fund accounting.
- Experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and
- A track record in not-for-profit grants management, particularly in the areas of financial reporting and compliance.
- Solid understanding of contracts management and compliance including basic legal concepts and their application to contracts and HR.
- Management experience with human resource functions.
- Demonstrated ability to work collaboratively with Boards and management.
- A successful track record in setting priorities; strong executive functioning, keen analytic, organization and problem-solving skills which support and enable sound decision making.
- Proven experience working with a cloud-based suite of finance, accounting and human resources systems.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; demonstrated ability to work with IT staff to develop and implement new processes and systems that increase efficiency.
- Excellent communication and relationship building skills; ability to translate financial concepts to others.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.
- Passion for land conservation and commitment to working with the community to advance the Land Trust's mission.

Essential Requirements

- Possess valid driver's license and a clean driving record
- Ability to sit at a desk, type, bend, twist
- Ability to lift or move up to 25 pounds

Compensation and Benefits

Compensation is commensurate within the non-profit field and is based upon experience. The expected annual compensation range is \$120,000-160,000. Benefits include generous vacation, paid health and dental premiums, and a supportive team culture. Successful candidates also have the opportunity to join an employer-sponsored retirement plan. This position is a full-time, exempt position. Our office is based in Santa Barbara, CA. This position requires travel throughout the County.

How to Apply

Please submit a resume, and a compelling cover letter, to Meredith Hendricks at hr@sblandtrust.org with the subject Director of Finance & Administration.

The Land Trust for Santa Barbara County is an equal opportunity employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, or other characteristics protected by law.