



Finance Administrator

Location:	Friday Harbor, WA
Salary:	Salary: \$3,216/month–\$3,910/month depending on experience
Benefits:	Health insurance, 3% matching IRA contributions in next calendar year, generous vacation, 12 days/year medical/family leave, 10 holidays/year
Hours:	32.5 hours/week; Monday – Friday
Reports To:	Director of Operations & Finance
Deadline:	For consideration apply by July 7, 2021

Summary

The San Juan Preservation Trust (SJPT) is seeking a dynamic and capable Finance Administrator. Reporting to the Director of Operations & Finance and collaborating closely with other SJPT office staff, the Finance Administrator is responsible for the organization’s bookkeeping functions, in addition to documenting and enhancing financial and administrative support processes (including payroll, expense reimbursements, credit card receipt management, etc.). The Finance Administrator supports check logging, bank deposits, reconciliations, accounts payable, and other finance functions. This position also supports preparation for SJPT’s annual financial audit and budget preparation.

Organizational Profile

The San Juan Preservation Trust (www.sjpt.org), founded in 1979, is a private, nonprofit, nationally accredited land trust dedicated to helping people and communities conserve land in the San Juan Archipelago of Washington State.

Together with our landowner partners and members/supporters, the Preservation Trust permanently protects more than 300 properties, 50 miles of shoreline, 25 miles of trails, and 19,000 acres on 21 islands, including land now managed as public parks, nature preserves, wildlife habitat, and working farms and forests.

The Preservation Trust—a 501(c)(3) nonprofit organization—is governed by a volunteer Board of Trustees and currently employs 13 full-time staff. Headquarters are on San Juan Island, which is served by the Washington State Ferries system. SJPT is not affiliated with any government agency and does not receive tax revenue. Financial support comes from the voluntary

contributions of some 3,000 individuals, families, and private foundations.

Our **MISSION** is to:

- CONSERVE the natural beauty, vital ecosystems, and unique character of the San Juan Islands for future generations;
- CARE for the lands and waters under our protection, with our partners;
- CONNECT people to nature, to each other, and to the Preservation Trust.

Responsibilities

- Manage all bookkeeping tasks
- Manage accounts receivable and accounts payable entry
- Review and process reimbursements
- Process payroll and payroll taxes
- Prepare bank reconciliations and forward to SJPT Treasurer
- Enter investment account transactions in QuickBooks
- Coordinate investment account disbursements between accounts
- Prepare deposits and distribute daily packet
- Enter donation data in QuickBooks (and database, as needed)
- Generate financial statements and financial performance reports (for internal use)
- Assist in cash flow management, including direct contact with vendors and donors
- Ensure complete accuracy of all data processed
- Lead periodic accounting system reviews and maintenance
- Lead annual audit materials preparation
- Support new real estate closing transactions and all property tax payments
- Support recordkeeping and filing related to finance
- Support annual budget preparation and budget vs. actuals reporting
- Document all financial processes in a finance manual and keep current as process changes are made
- Support other tracking and reporting tasks as required

Knowledge, Critical Skills and Expertise

- Efficient, organized, self-starting, innovative, and proactive
- Dedicated to driving projects and other assignments to completion
- Exceptional ability to manage multiple tasks and attention to detail
- Ability to work independently with confidential information

Required Qualifications

- At least five years of bookkeeping experience
- Experience in all aspects of office management
- Excellent communication skills (written and interpersonal)
- Knowledge and competence in Microsoft Office products, especially Outlook and Excel

Additional Qualifications

- Ability to thrive within a small nonprofit office environment, possess a strong belief in land conservation and a passion for protecting the San Juan Islands
- Certified Bookkeeper training

- Knowledge and competence in QuickBooks (and QuickBooks for Nonprofit) and donor databases

Location and Travel

The demands of this position require that the candidate live on one of the four islands served by the Washington State Ferries system (San Juan, Orcas, Lopez, or Shaw) and have regular and reliable transportation for frequent local travel and the ability to be in the Friday Harbor office daily (Monday–Friday).

How to Apply

Send resume, cover letter, and how you learned about this position via email to: jobs@sjpt.org

We recognize that conservation is best advanced by the leadership and contributions of people with diverse backgrounds, experiences, and identities. SJPT encourages individuals from all backgrounds to apply and join our engaged community that is committed to island conservation.

All qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. SJPT strives to live our value of respecting and welcoming diversity in all forms, which undoubtedly advances our mission to conserve land, care for land, and connect people with land.