



Title: Bookkeeper

Reports to: Director of Accounting

Updated: December 2024

POSITION OVERVIEW:

The Bookkeeper performs a variety of professional-level accounting duties in preparing, maintaining, analyzing, verifying, and reconciling financial transactions, statements, records, and reports. The Bookkeeper maintains the accuracy of Vermont Land Trust's (VLT) ledgers and subsidiary financial systems. This position helps to prepare budgets, the annual audit, and month-end and year-end closings; and supports payroll and employee benefits.

ESSENTIAL JOB RESPONSIBILITIES:

- Works in collaboration with the Director of Accounting to ensure the accuracy and integrity of the accounting system and all financial operations.
- Maintains all accounting and financial records for VLT according to Generally Accepted Accounting Principles (GAAP), safeguarding the organization's assets and fairly presenting the organization's financial statements.
- Processes accounts payable and receivable for VLT. Obtains necessary approvals and tracks invoices and expenses, processes vendor payments promptly, receives funds, and ensures all payables and receivables to appropriate accounts.
- Processes deposits and cash receipts in accounting software.
- Processes electronic transfers related to accounts receivable and accounts payable.
- Prepares semi-monthly payroll for VLT and bi-weekly payroll for a VLT subsidiary, Brewster Uplands Conservation Trust, submits to external payroll processor, and reconciles accounts.
- Assists the Human Resources Administrator with coordination of employee benefits, including insurance plan administration and maintenance of employee pay and other personnel records.
- Coordinates annual tax filings, including 1099s and W2s for vendors and employees.
- Provides support to the Director of Accounting in preparing annual operating and capital budgets.
- Supports the Director of Accounting in preparing Form 990 tax return.
- Responds to requests for financial information and related inquiries from staff, donors, auditors, vendors, customers, external payroll processor, investment managers, and benefits managers.
- Performs special projects and other related duties as required, directed, or as the situation dictates.

QUALIFICATIONS:

Consideration will be given to candidates demonstrating comparable qualifications acquired through a different combination of education and experience than what is outlined below.

- Strong interest in, and commitment to, the mission and goals of VLT. Three to five years of relevant experience in nonprofit financial management, including accounting and bookkeeping procedures and practices, accounts payables and receivables, payroll, budgeting, records and reporting, banking, etc.
- A Bachelor's degree in Finance, Accounting, Business Administration, or another related field.
- Experience in grants management preferred.
- Experience with QuickBooks accounting software. Experience with QuickBooks Nonprofits preferred.
- Excellent planning, organizational, analytical, problem-solving, decision-making, and time management skills.
- Exceptional attention to detail and accuracy.
- Experience contributing to a strong internal control environment.
- Proven track record of strong customer service approach, both internally and externally.
- Knowledge of and ability to comply with all applicable financial laws and regulations.
- Ability to represent VLT and interact effectively with a wide range of organizations and individuals, both inside and outside VLT, and to work cooperatively with all VLT staff and Board members.
- Ability to work independently and to engage in independent and group problem-solving.
- Strong interpersonal, verbal, and written communication skills.
- Good general understanding of and interest in the land conservation work of VLT.
- Competency in Microsoft Word, Excel, Outlook, and Access.
- Commitment to advancing diversity, equity, and inclusion at VLT.
- Valid driver's license and vehicle required.

WORKING CONDITIONS & PHYSICAL DEMANDS:

This position is based in our Montpelier office. Work is performed in an environment not subject to extremes of noise, temperature, odor, etc. Operates computer, printer, photocopier, adding machine, fax machine, and other office equipment. Work requires extended sitting and repetitive motion in the use of computer, keyboard, and mouse.

SALARY AND BENEFITS:

Up to \$60,000 annual starting salary (40 hours per week):

Generous benefits package, including:

- A cafeteria plan equivalent to \$25,561p/year to cover the cost of the following benefits:
 - Medical and dental coverage
 - Flexible Savings Accounts
 - 403b retirement program with match
- 6 weeks annually of Combined Time Off
- 8 hours of paid volunteer time

The Vermont Land Trust is an Equal Opportunity Employer. We encourage people of all backgrounds and life experiences to apply. We recruit, employ, compensate, and promote without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, physical or mental disability, genetic or family medical history, marital, parental, veteran, or military status, unfavorable military discharge, or any other status protected by applicable federal, state, or local law.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the employer's needs and requirements of the job change.

About the Vermont Land Trust

Vermont is a place where the well-being of land and people is entwined. With families, communities, and partners, the Vermont Land Trust conserves land and fosters life-long connections to the farms, forests, and natural areas that define us.

The Vermont Land Trust is a nationally recognized leader in conservation. Rooted in Vermont since 1977, we have protected more than 640,000 acres of farmland, forestland, and community lands, covering over 11% of the state. Much of this land is privately owned and contributes to our abundance of local food, maple and timber products, tourism and recreation, and the vitality of our towns and villages.

Our Values

Trust is in our name, and it lies at the center of who we are. Taking the time to listen and learn is in our bones. In every interaction, we strive to be reliable, communicative, and fair. Our core values, co-created with staff, continue to guide our intentions, actions, and culture.

Service: We value service through high-quality work and bring integrity to what we do. We keep our communities, landowners, partners, and donors at the forefront of our minds; and we apply this same mindset to our colleagues who rely on us to deliver results, together.

Trust: We value building and maintaining the trust of the communities and people with whom we work. This means following through on our commitments, taking time to build relationships, believing good intent, and making decisions closest to the work.

Communication: We value transparency, listening, curiosity, candor, clarity, and patience. We take time to slow down, inquire, and ensure shared understanding. Providing and receiving feedback is a natural and necessary part of our culture.

Fairness: We value the equal application of internal practices and policies, and we serve people regardless of their status. Transparency in decision-making, fairness in recognition, and parity in pay are some ways in which fairness is embedded in our culture.

Community: We value a supportive and collegial environment based on teamwork and mutual respect. All colleagues contribute to VLT's success. We offer one another cooperation, flexibility, good humor, and support.

Learning & Growth: We value growth and improvement that challenges us and fosters learning, creativity, and flexibility. This means that we are curious about other perspectives, take time to reflect, share our learnings, and improve as we go.