



Title: Director of Accounting
Reports to: President & CEO
Updated: November 2024

POSITION OVERVIEW:

This operational leadership position leads and administers the accounting function to support the fiscal health of the Vermont Land Trust (VLT). This includes preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports. The Director of Accounting maintains the accuracy of VLT's ledgers and subsidiary financial systems, leads month and year-end financial reconciliation and assists in preparing budgets and the annual audit. On a day-to-day basis, the Director produces financial statements, assists in grant management, manages VLT's funds and assets, and provides timely and well-crafted reporting to support organizational effectiveness and decision-making.

ESSENTIAL JOB RESPONSIBILITIES:

- Works in collaboration with the President & CEO to ensure the accuracy and integrity of VLT's accounting system and financial operations.
- Maintains all accounting and financial records for VLT according to Generally Accepted Accounting Principles (GAAP) for nonprofits and fairly presenting the organization's financial statements.
- Records financial transactions for multiple accounts and internal funds, determines appropriate accounts and funds for allocation, and reconciles accounts regularly.
- Supervises the Bookkeeper. Reviews bi-weekly accounts payable and on-going receivables for completeness and accuracy. Lends support to AR/AP (accounts payable/accounts receivable) as needed.
- Reconciles balance sheet accounts, including cash and investment accounts, on a monthly basis.
- Is responsible for the preparation of financial reports, including for the Annual Report, and supports the Leadership Team in assembling data to monitor VLT's overall financial health on an on-going basis.
- Stays abreast of changes in tax regulation, labor laws, and other relevant government requirements and guidelines, and modifies VLT operating systems to ensure compliance.
- Provides support to the Leadership Team in preparing annual operating and capital budgets. Monitors budget-to-actual expenditures and provides regular and special budget reports to the Leadership Team and Board of Trustees.
- Works with the Leadership Team and project managers to support grants management systems including budgeting, monitoring, and reporting.
- Prepares and distributes monthly organizational financial statements and programmatic financial statements to internal leaders on a timely basis. This includes budget forecasting and tracking budget variances.
- Provides financial reporting to support analysis of different program areas at VLT, including for property owned and managed by VLT.
- Reviews semi-monthly payroll and benefits for VLT. This includes reviewing payroll prior to submission

and reconciliation of payroll accounts.

- With the President & CEO, serves as the primary contact for external auditors and prepares federal and state tax filings (form 990).
- Ensures ongoing compliance with relevant internal policies and the Investment Policy Statement, including socially responsible investing principles.
- Develops and coordinates specialized fiscal management policies and systems for various VLT projects and programs, as needed.
- Provides backup and support to the Bookkeeper as needed.
- Responds to requests for financial information and related inquiries from staff, donors, auditors, vendors, customers, external payroll processor, investment managers, and benefits managers.
- Attends team and staff meetings with regular and predictable attendance.
- 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.
- Knowledge equivalent to completion of a Bachelor's degree in Finance, Accounting, Business Administration, or a related field, along with 5-10 years' experience in the accounting field including at least 2 years non-profit accounting.
- Working knowledge of fund accounting, GAAP, not-for-profit accounting, and experience with federal grant administration and regulations.
- Excellent attention to detail, concern for accuracy, and strong time management skills.
- Service orientation with proven ability to collaborate with budget managers, provide timely reports, and anticipate information needs of senior leaders.
- Advanced understanding of spreadsheet applications, accounting, pdf, and word processing software. Experience with databases and document management systems helpful.
- Broad base of knowledge, skills, and experience in nonprofit finance, including accounting and bookkeeping procedures and practices, accounts payable and receivable, payroll, budgeting, cash flow, records and reporting, banking and investments, etc.
- Excellent planning, organizational, analytical, problem-solving, decision-making, and time management skills.
- 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.
- Commitment to advancing diversity, equity and inclusion at VLT.
- Valid driver's license and vehicle required.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is performed in an office 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 \$94,411 annual starting salary (40 hours per week).

Generous benefits package including:

- A cafeteria plan equivalent to \$25,561/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 annually

The Vermont Land Trust is an Equal Opportunity Employer. We encourage people of all backgrounds and lived 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.