



Senior Accountant  
Reports to: Director of Accounting  
Pay Grade: Grade 9

## **Position Overview**

The Vermont Land Trust (VLT) is seeking an experienced Senior Accountant with exceptional attention to detail and strong discernment – someone who can spot what matters, ask the right questions, and make sound decisions in a fast-moving financial environment to join our mission-driven team. This role is central to ensuring the accuracy, integrity, and transparency of VLT’s financial operations. The Senior Accountant supports core accounting functions, strengthens internal controls, assists with grants and audits, and partners with staff across the organization to promote strong financial stewardship.

If you thrive in a collaborative environment, enjoy both technical accounting and cross-functional work, and want your skills to support meaningful conservation efforts across Vermont, we’d love to meet you.

## **ESSENTIAL JOB RESPONSIBILITIES**

- Manage day-to-day accounting activities including A/P, journal entries, general ledger maintenance, and monthly close.
- Prepare account reconciliations, financial statements, schedules, and internal management reports.
- Track and reconcile restricted and unrestricted funds; support grant reporting, compliance, and reimbursements.
- Support annual audit preparation, Form 990, and budgeting processes.
- Maintain internal controls and assist with improving accounting workflows and documentation.
- Work with program staff to ensure proper coding, allocations, and financial accuracy on program-related transactions (including land and real estate activity).
- Provide financial guidance and responsive support to team members across the organization.

## **DESIRED SKILLS AND EXPERIENCE**

- Bachelor’s degree in Accounting, Finance, or related field; CPA preferred.
- 4+ years of general ledger accounting experience, including reconciliations and financial statement preparation.
- Knowledge of GAAP required, nonprofit and grant accounting preferred.
- Experience with QuickBooks Desktop a plus.
- Excellent attention to detail, analytical skills, and ability to meet deadlines.
- Strong communication skills and a collaborative, service-oriented mindset.
- Advanced Excel skills and proficiency with Microsoft Office tools.
- Commitment to the mission and values of the Vermont Land Trust.

## **WORKING CONDITIONS & PHYSICAL DEMANDS**

This position is based out of our Montpelier office. Work is performed in an office environment not subjected to extreme noise, temperature, odor, etc. Standard equipment used in this role includes operating a computer, printer, photocopier, adding machine, fax machine, and other office equipment. Work requires extended sitting, standing, and repetitive motion in the use of a computer, keyboard, and mouse.

## **COMPENSATION & BENEFITS**

- \$86,800 annual starting salary, exempt from overtime
- Generous benefits package, including a 2026 cafeteria plan benefit allowance equivalent to \$26,839.30/year to contribute to the cost of the following benefits:
  - Medical, Dental, Vision
  - Flexible Spending Account options: HSA, FSA, Dependent Care
  - 403b Retirement program with employer match
- Disability and group life insurance
- Combined time off equivalent to 6 weeks, 12 days of sick time annually
- Volunteer time pay up to 1 full day (8 hours) annually

## About the Vermont Land Trust

The Vermont Land Trust has conserved more than 650,000 acres — over 11% of the state — shaping the farms, forests, natural areas, and communities that make Vermont unique. Our work strengthens local economies, builds community connections, and preserves the landscapes that nurture us. VLT fosters a supportive, collaborative work culture rooted in trust, fairness, service, community, communication, and continuous learning.

## **HOW TO APPLY**

To apply, upload your current resume and cover letter and complete our online application - [Vermont Land Trust Application Portal](#). No phone calls, please. For any questions about this position please email [hr@vlt.org](mailto:hr@vlt.org).

*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.*

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