



Finance and Administrative Assistant

Jefferson Land Trust is a non-profit organization dedicated to the conservation of the natural areas and working lands that define and sustain the communities of Jefferson County on the North Olympic Peninsula. We are seeking candidates for a position that will provide financial and administrative support for Jefferson Land Trust.

Position Summary:

The Finance and Administrative Assistant is a part-time (24 hours/ week) non-exempt position supporting the smooth functioning of the land trust by providing administrative support in areas of office management, finance, information technology, human resources and fundraising.

Based in Port Townsend, Washington, this position will report to the Executive Director.

The successful candidate will be a highly organized, self-motivated and detail-oriented individual who is eager to contribute and excel in a dynamic work environment.

Essential Functions:

Administrative Support (20%)

This position will provide limited administrative support to Executive Director and other office support as needed.

Finance Support (80%)

This position will support the financial operation. Responsibilities will include:

- Coordinating the accounts receivable and payable process in partnership with the finance director, utilizing the QuickBooks accounting system,
- Coordinating agency grant billings,
- Assisting the finance director with compliance on audit and IRS requirements,
- Maintaining all financial files, hardcopy and electronic,
- Assisting the finance director in maintaining necessary registrations and insurance policies,
- Assisting the finance director with policy and procedures maintenance and updates,
- Assisting the finance director with providing assistance for payroll outsourcing, and
- Maintaining confidential files on employees and projects.

As with all positions, there will also be expectations to attend relevant trainings and conferences and to be assigned special projects.

Qualifications:

- Passion for the work and mission of Jefferson Land Trust
- College degree and/or relevant experience
- 2-year minimum professional office experience
- Strong computer skills including QuickBooks, Microsoft Office, Google apps and Google domain management, and with computer hardware and networks
- Experience with constituent relations management system, preferably Salesforce
- General understanding of business finance, preferred non-profit finance and training in basic accounting and accounting systems
- Excellent oral and written communication skills
- Ability to work well in a small office/team atmosphere
- Ability to work effectively with staff, volunteers, board members, committees and the general public
- Ability to manage multiple deadlines and work in multiple locations
- Ability to maintain confidentiality with sensitive materials

Physical Requirements:

The working environment for this position is primarily in an office setting. However, individuals will be expected to occasionally travel to off-site locations, attend meetings and other job related activities. Office duties are usually sedentary in nature, but field work may require moderate physical activity.

Compensation:

Commensurate with experience. Benefits include health insurance, disability insurance, paid holidays, vacation, sick leave and retirement.

How to Apply:

Qualified candidates should email their resume and cover letter to Richard Tucker at jobs@saveland.org. Please include "Finance and Administrative Assistant" in the subject line. No phone calls, faxes, or recruiters please.

Position is open until hired, however initial candidate review will begin on June 15, 2019.