The Land Trust for Tennessee
Position: Finance Manager, Full-time
Supervisor: Senior Director of Operations
Location: Nashville, TN

About The Land Trust for Tennessee

The Land Trust for Tennessee ("LTTN") is a statewide, accredited non-profit land conservation organization with offices in Nashville and Chattanooga. Since 1999, LTTN has protected 137,000 acres through over 460 conservation projects across Tennessee. LTTN is recognized for meeting the highest industry standards for excellence and conservation permanence by the Land Trust Accreditation Commission and received the 2020 National Land Trust Excellence Award from the Land Trust Alliance.

Summary of Position

The Finance Manager is responsible for maintaining the balance sheet, including monthly reporting, fund accounting, investment accounting, banking activities, and accounts receivable and payable; the statement of activities, including contributions revenue and receivables, funds tracking, and expense allocations. The Finance Manager assists with LTTN Leadership Team needs and works with the Finance and Audit Committee of the LTTN Board of Directors to ensure sound financial management, maintain all financial and accounting records, establish appropriate internal controls, and ensure that LTTN complies with federal, state, and local requirements and filings. This position ensures that activities are recorded accurately and in accordance with Generally Accepted Accounting Principles (GAAP), FASB, and IRS regulations. This position is a key part of the Finance & Operations team, working with oversight and management from the Senior Director of Operations. This full-time position is based in Nashville and offers an impactful, challenging work opportunity at one of the nation's premier conservation organizations.

Primary Responsibilities

<u>Budget & Audit</u>

- Manage the day-to-day financial operations of the organization, while maintaining appropriate segregation of duties and other internal controls
- Prepare and lead the annual audit and filing required tax documents, such as the IRS Form 990, ensuring a timely and smooth audit
- Administer LTTN's financial system (QuickBooks) including Chart of Accounts maintenance, actively managing multiple restricted and unrestricted fund accounts, grants, and accounts receiving funds from fundraising activities
- Prepare timely, accurate, and complete financial statements, dashboards and supporting narrative analysis on a regular basis for the Finance & Audit Committee, the Board of Directors, and the Leadership Team
- Maintain and analyze restricted, unrestricted, and board-designated fund accounts and prepare monthly fund balance reports
- Collaborate with the team to create the annual budget, as well as budget projections and analysis of income and expenses on a regular basis
- Support the Development & Engagement team by preparing revenue reports and reviewing fundraising performance to ensure annual fundraising goals and budget needs are being met.
- Work with the Office Manager in managing all accounts receivable and accounts payable activities

- Prepare and maintain complete and accurate records on fixed assets and intangible assets, including documentation on additions and disposals.

<u>Other Projects & Compliance</u>

- Ensure organizational compliance with federal, state and local requirements and filings, including necessary tax filings and the record keeping associated
- Support Director of HR & Organizational Culture with the annual benefits renewal selection as well as completing compliance filings related to payroll and benefits
- Work with the President, Vice President and the Finance & Audit Committee to produce both annual and special project budgets, and monitoring and reporting on budget compliance
- Support Senior Director of Operations as staff liaison to Finance & Audit committee, collaborating with staff and committee chair to set meeting agendas, prepare for meetings, and report out on any relevant items
- Serve as main point of contact with banking and investing partners, ensuring that vendor systems are effectively integrated with LTTN operational processes and that service providers are meeting organizational needs
- Collaborate with retirement plan administrator to prepare and file annual Department of Labor Form 5500 for employer-sponsored 403(b) retirement plan and complete annual compliance and non-discrimination testing
- Supports Senior Director of Operations with risk management efforts for the organization and interacts with insurance providers on as-needed basis for active claims or loss events
- Assist Development & Engagement team with grant reporting requirements on an as-needed basis

Desired Skills & Qualifications

- Licensed CPA with training and experience in nonprofit fund accounting required
- 5 years of general ledger experience preferred
- 3 years' experience as a member of a professional team preferred
- Proficient with technology and software – especially Microsoft Office Suite and Quickbooks Online
- Attributes such as demonstrated judgment, highly organized, attention to detail, self-motivated, independent but collaborative, and collegial
- Ability to focus in a busy office environment, and to set and manage multiple priorities
- Public speaking skills and an ability to explain complex financials to various audiences
- Strong interpersonal and communication skills; ability to work professionally with staff, Board members, vendors, and the public
- A valid driver's license, insurance coverage, an acceptable driving record, and access to a dependable vehicle
- Ability to coordinate and work on multiple projects simultaneously, and to maintain attention to detail while producing a steady volume of work in compliance with deadlines.
- Understanding of and commitment to the land conservation goals of LTTN.
- Flexibility to work some nights and weekends as required occasionally for LTTN events

Benefits

- Full-time position, working 40 hours per week, with a hybrid work model possible following 90 days of employment. Flexible hours offered based on workload, weather, and events schedule.
- In the first year of employment, LTTN offers 20 PTO days (10 vacation and 10 sick days) on an accrual basis and 11.5 paid holidays per year. Vacation accrual rate increases with tenure.
- Monthly mileage reimbursement, and/or cost of rental car, or use of company vehicle offered for work purposes.

- Medical and Dental insurance: premiums are covered at 85% for employee and 50% for spouse and family plans. LTTN currently offers a PPO health plan as well as an HSA option. A $50,000 company-sponsored life insurance policy is provided for each full-time employee. Other voluntary insurance includes vision, additional life, long-term and short-term disability, critical illness, and accident.
- 403b retirement plan with a one-to-one match of up to 2.5% after one year of employment and up to 5% after two years of employment.
- Extremely collaborative, encouraging, and mission-driven team, as well as resources for professional development and continuing education opportunities.

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all responsibilities, skills, and abilities. Salary is commensurate with experience. LTTN is an equal opportunity employer.

Please apply by sending your resume and cover letter through our Job Application portal linked here on our website https://www.landtrusttn.org/about-us/job-opportunities. No phone calls, please.