



Operations Director

Location: Bremerton, WA
Salary: Competitive salary depending upon experience and abilities
Benefits: Retirement plan; Paid vacation, personal leave and holidays
Closing/Start Date: Open until filled; State date in Jan/Feb 2018

Position Description

The Operations Director is responsible for the financial and administrative systems of Great Peninsula Conservancy. Activities include overseeing accounting activities, financial reporting, grant invoicing, annual budgeting, and financial planning; as well as managing office systems, equipment, and supplies.

Responsibilities

Finance

- Provide strategic leadership in all financial matters.
- Maintain integrity and accuracy of internal books and reporting.
- Manage GPC's financial transactions, bank accounts, and financial reporting.
- Develop long-term financial projections, analysis and modeling.
- Develop, implement and maintain effective financial/accounting policies, procedures and internal controls in compliance with GAAP and applicable OMB Circulars.
- Develop GPC's annual budget (\$650,000 operating budget) and track performance.
- Oversee GPC's annual audit and preparation of IRS Form 990.
- Provide oversight of a contractual bookkeeper.
- Oversee tracking of income; manage the tracking and release of donor restricted funds.
- Prepare payments for approval and signature.
- Process payroll and administer vacation leave, personal leave and retirement benefits; oversee preparation and filing of quarterly payroll tax returns.
- Act as primary payroll/ACH approval and bank administrator with check signing responsibility.
- Oversee reconciliation of bank accounts; reconcile financial records with donor database.
- Project and monitor cash flow and take or recommend appropriate action as needed.
- Support program staff in development and management of grant budgets.
- Prepare or approve invoicing for reimbursement of expenses incurred under grant agreements.
- Oversee and recommend strategies and/or options for investment of GPC operating funds.
- Provide regular financial reports to GPC-sponsored community groups.

Administration

- Manage all administrative aspects of day-to-day operations, including mail handling, maintenance of office facilities, systems and technology, and purchase of office supplies.
- Maintain physical and electronic filing and record keeping system, including organizational and project files, financial records, and insurance policies.
- Prepare minutes of Board meetings, compile Board manuals, assemble and distribute Board packets prior to meetings, and coordinate logistics for annual Board retreat.

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- File annual documents with Washington State to maintain GPC's status as a nonprofit corporation, charitable solicitations registration, and charitable trust status.
- Oversee risk management, including insurance coverage, compliance, contracts, and organizational policies and procedures.
- Oversee all activities associated with maintaining compliance with and renewal of GPC's accreditation status with the Land Trust Accreditation Commission.
- Administer all personnel functions associated with hiring of new employees.
- Administer office lease and provide professional reception and office environment.
- Maintain GPC's real property database and personal property inventory.
- Prepare new applications and annual renewals of property tax exemption status.

Qualifications

- Bachelor's degree in accounting, business management, finance or a related field.
- 4 years of experience in accounting/finance, preferably for a nonprofit corporation.
- In-depth understanding of GAAP, fund accounting, financial reporting, and budgeting.
- Proficient in QuickBooks or similar accounting software.
- Proficient in MS Office programs, with particular expertise in Excel and PowerPoint.
- Ability to work independently, manage multiple tasks, and meet deadlines.
- Excellent organizational, analytical and problem-solving skills.
- Strong interpersonal and communication skills.
- Ability to work in an office setting and operate a computer, copier, phone and other office equipment.
- Valid WA driver's license and ability to perform out-of-office errands.
- Licensed as a notary public in Washington.
- Commitment to the mission of Great Peninsula Conservancy.

Organizational Profile

Great Peninsula Conservancy (www.greatpeninsula.org) is a nonprofit land trust that works to protect forever the natural habitats, rural landscapes, and open spaces of the Great Peninsula—a region that includes Kitsap, Mason, and west Pierce counties, Washington. Since 1980, Great Peninsula Conservancy has protected over 8,500 acres of this spectacular region of west Puget Sound, including forests, farms, marine shorelines, and salmon streams.

To Apply

Send cover letter (1 page) and resume (1-2 pages) to: sandra@greatpeninsula.org or Sandra Staples-Bortner, Great Peninsula Conservancy, 423 Pacific Avenue, Suite 401, Bremerton, WA 98337. Position is open until filled. Individual selected will be expected to begin work in January/February 2018.

Great Peninsula Conservancy is an equal opportunity employer.