

## Vermont Land Trust Position Description

### **Accountant**

**Team:** Administration  
**Reports To:** Chief Financial Officer  
**Effective Date:** September 1, 2019

### **GENERAL SUMMARY:**

Performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports; maintains accuracy of VLT's ledgers and subsidiary financial systems; assists in preparing budgets, annual audit, and year-end closing; and manages payroll and employee benefits.

### **ESSENTIAL JOB RESPONSIBILITIES:**

- Works in collaboration with the Chief Financial Officer and other VLT staff to ensure the accuracy and integrity of the accounting system and all financial operations.
- Maintains all accounting and financial records for VLT according to Generally Accepted Accounting Principles (GAAP), safeguarding the organization's assets and fairly presenting the organization's financial statements.
- Records all financial transactions for multiple accounts, determines appropriate accounts for allocation, and reconciles accounts regularly.
- Oversees accounts payable and receivable for VLT. Approves and tracks invoices and expenses, oversees the processing of vendor payments on a timely basis, receives funds, and ensures allocation of all payables and receivables to appropriate accounts.
- Works with Chief Financial Officer to develop and administer grants management system.
- Prepares and distributes monthly organizational financial statements to the Chief Financial Officer and departmental financial statements to department heads on a timely basis.
- Performs cash flow analysis of VLT, ensuring that appropriate levels of cash are available for operations and that excess cash is invested. Communicate regularly with Chief Financial Officer regarding cash position.
- Determines need for and appropriate timing of fund transfers to and from operating account, reserves, and investment.
- Prepares semi-monthly payroll for VLT and bi-weekly payroll for VLT subsidiary, Brewster Uplands Conservation Trust, submits to external payroll processor, and reconciles accounts.
- Coordinates and carries out various employee benefits administration functions, including insurance plan administration and maintenance of employee pay, leave, and other personnel records.
- Provides support to the Chief Financial Officer in preparing annual operating and capital budgets.
- Provides support to the Chief Financial Officer in planning for annual financial audits by preparing consolidated financial statements, supporting schedules, and other necessary documentation.
- Provides support to the Chief Financial Officer in the preparation of Form 990 tax return.
- Responds to requests for financial information and related inquiries from staff, donors, auditors, vendors, customers, external payroll processor, investment managers, and benefits managers.
- Attends staff meetings and serves on committees as requested.
- Performs special projects and other related duties as required, directed, or as the situation dictates.
- Regular attendance at the workplace is required.

### **SUPERVISORY RESPONSIBILITY:**

Provides functional supervision to the Office Manager regarding accounts payable.

### **EDUCATION & EXPERIENCE:**

Job duties require knowledge equivalent to completion of a Bachelors' Degree in Finance, Accounting, Business Administration, or a related field, along with five to seven years of relevant experience in a financial field. Previous financial management experience preferred. Another combination of education and experience providing comparable knowledge and skills may be acceptable.

### **QUALIFICATIONS:**

- Broad base of knowledge, skills, and experience in all aspects of the direction and oversight of a nonprofit financial program, including accounting and bookkeeping procedures and practices, accounts payables/receivables, payroll, budgeting, cash flow, records and reporting, banking and investments, etc.
- Experience in grants management preferred.
- Experience with QuickBooks accounting software. Experience with QuickBooks Nonprofits preferred.
- Excellent planning, organizational, analytical, problem-solving, decision-making, and time management skills.
- Exceptional attention to detail and accuracy.
- Knowledge of and ability to implement employee benefits programs.
- 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 the organization, 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.
- Competency in Microsoft Word, Excel, Outlook and Access.
- Valid driver's license & vehicle required.

### **WORKING CONDITIONS & PHYSICAL DEMANDS:**

Work is performed in a normal 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.

***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 needs of the employer and requirements of the job change.***