



Operations and Finance Director

COLLABORATES WITH: Directors Team, Contract Accountant

REPORTS TO: Executive Director

STATUS: Full-Time Exempt

Position Summary:

The Operations and Finance Director reports to the Executive Director and supports the operations of the Conservancy by serving as the “face” of the office, keeping systems running smoothly, and ensuring that personnel and volunteers feel engaged, recognized, and essential parts of a thriving workplace/organizational culture. This position serves as the primary attendant to the internal functioning of the organization. The position is responsible for the day-to-day bookkeeping tasks to feed information to the Accountant, process payments, and reconcile accounts. The position is also responsible for reviewing statements with the Accountant and Executive Director prior to presenting them to the Finance Committee and the Board. The position is responsible for implementing and maintaining systems, processes, procedures, and data to ensure an efficient and productive operation, as well as one that meets the legal and ethical standards of nonprofits and of land trusts. This position includes managing the Accreditation process and working with directors and board to ensure ongoing compliance with Land Trust Alliance Standards and Practices. This position also manages HR matters including personnel forms and files, employee benefits, organizational insurance policies, and other essential coverages.

JOB ROLES AND RESPONSIBILITIES

Human Resources, Office, and Operations Management

- Fosters camaraderie and a welcoming office atmosphere by helping to maintain a positive workplace culture.
- Leads the development and implementation of HR initiatives and systems.
- Assists in recruitment by working with program directors to create job descriptions and postings, posting ads, and assisting in managing the hiring process.
- Works with directors to create and implement effective onboarding plans.
- Maintains employee records (attendance, EEO data etc.) according to policy and legal requirements.
- Manages business records in digital, print, and offsite storage as per policy and procedures.
- Manages business insurance and employee benefits programs, i.e. health insurance, retirement, etc.
- Defines and negotiates contracts with vendors for office systems and supplies (i.e. phone, lease, technology, etc.) for efficiency, cost-effectiveness, and quality.

- Manages corporate filings and applications such as business license renewal, annual corporate reports, charitable solicitation registration, etc.
- Works with IT vendor (or volunteer) to ensure hardware, software, and data backup services are at a level appropriate to office needs.
- Assists with organization-wide risk management assessment.

Financial Management

- Performs daily bookkeeping activities of coding invoices, posting expenses and paying bills.
- Reviews financial reports prepared by the Accountant with the Executive Director prior to presenting them to the Finance Committee and the Board.
- Reviews reconciliations prepared by the Accountant at least monthly, verifies deposits, and addresses inquiries from banks.
- Manages accounts receivable collections.
- Coordinates with Accountant to maintain accounting software systems.
- Manages the purchasing and invoicing system.
- Reconciles donations records in QuickBooks with donation records in Little Green Light.

Board and Committee Management

- Engages with the board as a whole and directors individually to ensure the “care and feeding” of these essential volunteers.
- Gathers content from ED, program directors, committee chairs, and other necessary sources to assemble board meeting packets and distribute them to the board in a timely manner in advance of meetings.
- Serves as recording secretary for board meetings and maintains official board meeting minutes.
- Serves as staff lead to the Governance Committee, maintains committee meeting minutes/notes, and supports the committee chair.
- Assists the ED and governance committee to develop and update board orientation materials.
- Assists the ED and program directors to ensure and implement updated board policies and documents.

Accreditation Management

- Manages the process for re-accreditation, including working with directors to review Land Trust Alliance (LTA) Standards and Practices and ensuring that INLC is compliant, and that compliance is properly documented.
- Works with staff and board to develop, organize, and track policies and procedures to meet accreditation requirements.
- Works in an ongoing manner with program directors, ED, and board chair to assess and maintain consistent compliance with LTA Standards and Practices as well as INLC policies and procedures.

QUALIFICATIONS AND REQUIREMENTS

The items listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- A demonstrated commitment to land conservation and INLC's mission.
- Bachelor's degree or equivalent experience, with at least 5 years' experience in financial management, nonprofit administration, or business operations.
- High levels of accuracy, trustworthiness, and discretion
- Excellence with Microsoft products (Word for Windows, Excel, Outlook, PowerPoint, OneDrive).
- Demonstrated bookkeeping and basic accounting skills including proficiency with Quickbooks.
- Excellent organizational and interpersonal skills.
- Ability to organize and manage multiple priorities.
- Valid driver's license, personal vehicle, and automobile insurance.
- Desire and ability to live and work in the region.

COMPENSATION

This is a full-time, salaried, exempt position that collaborates with the INLC Team and reports to the Executive Director. The Conservancy offers a competitive salary and benefits package. Our main office is located in the Community Building in downtown Spokane, WA. We offer a smoke-free workplace. This position will be expected to work in the Spokane office on most days with flexibility for occasional remote, off-site working. Inland Northwest Land Conservancy is an equal opportunity employer, and we are seeking applicants from all backgrounds.

2025 Base Salary: \$80,000 - 85,000 DOE

Inland Northwest Land Conservancy reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.