



# Job Description

<b>Job Title:</b>	Controller
<b>Salary:</b>	\$81,000 - \$83,000
<b>Location:</b>	Vancouver Office
<b>Department:</b>	Administration & Finance
<b>Reports To:</b>	Chief of Staff
<b>FLSA Status:</b>	Exempt

**Columbia Land Trust** is seeking a **Controller** to join its dynamic team.

Columbia Land Trust is an equal opportunity employer and is [committed to equity](#) as a core organizational value. Applicants should be able to demonstrate a commitment to diversity, equity, and inclusion. People of color are strongly encouraged to apply.

Based in **Columbia Land Trust's Vancouver office**, the **Controller** serves as the center of the accounting and finance area of the organization, ensures that Columbia Land Trust is in compliance with applicable federal and state laws, GAAP and reporting requirements and supports members of the management team.

## **Essential Duties:**

### Accounting/Audit

- Produce monthly financial reports in a timely and accurate manner. Identify, research and explain significant financial variances from budget. Ensure that the financial report format is useful and clear for board members.
- Supports monthly and annual budgets for revenue, capital, operating expenditures, personnel, productivity, and cash flow.
- Manage the financial audit: prepare schedules and assisting auditors, facilitate the presentation of the audit to the Finance Committee and Board of Directors, and insure that the recommendations as suggested in the management letter are implemented as appropriate.
- Maintain a listing of depreciable assets and record depreciation monthly.
- Reconcile investment accounts and review bank reconciliations.
- Manage the tax reporting and filing requirements for all state and federal agencies.

### Management

- Manages and recommends improvements to the Organization's accounting and financial reporting systems.
- Manage cash flow and ensuring that sufficient cash is available to pay bills.
- Manage the processing of all accounts payable and accounts receivable according to the finance procedures. Ensure general ledger is accurately maintained on a department, project and functional basis, and adheres to generally accepted accounting principles.
- Review payroll data and 401K disbursements.

### Support

- Provide regular financial projections.
- Prepare billings for various funding sources. Build and maintain relationships with grants administrators where assigned or appropriate.
- Provide ongoing finance/accounting support to the Development Department for grant proposals and for financial reporting to granting agencies. Assist with the integration of the accounting software (Financial Edge) with the fundraising software (Raiser's Edge).
- Responsible for other assignments as directed by your supervisor.

## **Supervisory Responsibilities:**

Directly supervises the Accountant in the Finance Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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## Qualifications:

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

- Maintains punctual, regular and predictable attendance
- Highly organized, with an ability to effectively manage multiple tasks simultaneously.
- Works collaboratively in a team environment with a spirit of cooperation.
- Displays excellent presentation skills and models effective communication in times of pressure.
- Respectfully takes direction from the Chief of Staff.
- Ability to perform essential job duties with or without reasonable accommodation.
- Bachelor's degree or seven years related accounting, internal controls and financial analysis experience. Candidates are invited to demonstrate professional and related life experience.
- A minimum of three years' experience with and understanding of not-for-profit organizational from an accounting and finance perspective; experience with government contracts, grants and indirect cost allocation methods required.
- A minimum of three years supervisory experience.
- Experience engaging personal and institutional diversity, equity, and inclusion.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to delegate, as needed. Ability to effectively present information and respond to questions from managers, clients, customers, and the general public, top management, public groups, and/or boards of directors.
- Requires a solid, rational decision maker with a clear and direct communication style.
- Experience with Microsoft Office Suite and Enterprise Resource Planning software.
- Ability to define problems, collect data, establish facts, and draw valid and timely conclusions.
- Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables to make organizational decisions.
- Must exhibit solid project management skills on a consistent basis and requires strong financial acumen and attention to detail.

## Salary and Benefits:

Columbia Land Trust offers a competitive salary, comprehensive benefits package, and a supportive and positive work environment. The Land Trust benefits package includes a generous paid vacation, holidays, and sick leave. Columbia Land Trust pays 100% of health and dental insurance for full time employees; voluntary benefits include a Section 125 - FSA and long-term disability. We also offer a match (up to 5% of annual salary) to our 401 (K) retirement plan. Employees are encouraged to bring well-behaved dogs to work. Healthy, happy staff who feel they can bring their best selves to their work are critical to our shared success.

## Application Instructions:

**For consideration, please email your resume, list of potential references, and a cover letter with relevant experience to [jobs@columbialandtrust.org](mailto:jobs@columbialandtrust.org). Include "Controller" in the subject line. The position is open until filled. Applications will be reviewed starting on October 31, 2018.**

## About Columbia Land Trust

Columbia Land Trust is dedicated to conserving and caring for the lands, waters, and wildlife of the Columbia River region through sound science and strong relationships. In its first 28 years, Columbia Land Trust has permanently conserved more than 43,000 acres, an area equivalent to eight of Portland's Forest Parks, and has restored thousands of acres for the benefit of both wildlife and local communities. Today, the Land Trust is nationally recognized as a leader in conservation.

Columbia Land Trust recently embarked on a 25-year plan to conserve the lower Columbia's most important places by blending rigorous science and community partnerships. This conservation agenda outlines objectives for protecting and restoring wildlife habitat and natural resources across five varied regions, from the wetlands

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and old-growth forests of the Coast Range and Estuaries to the sagebrush-steppe of the Columbia Plateau and everywhere in between. Core to the conservation agenda is a commitment to supporting [a more inclusive and equitable conservation movement](#), arriving at common ground conservation solutions. Together, we are ensuring a future that is thriving, prosperous, and nature-rich. For more information, visit our website at [columbialandtrust.org](http://columbialandtrust.org).

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