



## Finance & Operations Manager

Essex County Greenbelt Association  
Essex, MA

Greenbelt, Essex County's Land Trust, protects natural land and working farms across Essex County forever, helping to conserve healthy ecosystems, clean water, local food supplies, scenic landscapes and free, accessible places for all to benefit from nature. Greenbelt has protected over 18,400 acres of land and is the most active conservation organization in the region.

Greenbelt seeks an enthusiastic professional for the full-time position of Finance & Operations Manager. Reporting directly to the President, this position is responsible for providing financial and operations support for this small, vibrant nonprofit organization. Duties include but are not limited to accounting and finance, contracts management, policy and procedures, Board and Committee support, and additional responsibilities depending on skills and experience. The Accounting and Operations Manager supervises a part time bookkeeper.

Key to this position is the ability to be self-starting and highly organized, with excellent attention to detail. This position requires personal honesty and integrity, and maintaining a high level of confidentiality. Regular communications are critical to success in this position. In keeping with Greenbelt's organizational values, candidates should share a commitment to valuing diversity and contributing to an inclusive working and learning environment. This is a position with opportunities for growth and professional development.

Greenbelt seeks a diverse pool of candidates. In addition to being an Equal Opportunity Employer, we aim to create an inclusive, equitable workplace where everyone is valued.

### Core Responsibilities & Scope

#### *Finance & Budgeting*

- Manage and oversee organizational daily bookkeeping tasks, accounts payable and accounts receivable, including supervision of part time bookkeeper
- Develop and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly and annual financial statements; oversee all financial, project/program and grants accounting, while working closely with president, treasurer, finance and executive committees as needed
- Coordinate the annual audit process, liaise with external auditor, the president and audit committee of the board of directors; assess any changes necessary
- Oversee annual budgeting and planning process in conjunction with the president; administer and review all financial plans and budgets; monitor progress and changes and keep leadership team abreast of the organization's financial status

- Update and implement all necessary business policies and accounting practices; update the finance department's overall policy and procedure manual as needed
- Effectively communicate and present critical financial matters

### **Additional duties**

#### *Operations and Administration*

- Work with the president and outside contractor/s to manage Greenbelt's human resources and administration
- Coordinate with administrative staff to ensure efficient and consistent operations
- Support Greenbelt activities and events as needed

### **Qualifications & Skills:**

This position requires strong financial, operational administration and organizational skills, paired with a proven track record of problem-solving and creativity.

- Bachelor's degree and sufficient work experience to have acquired the skills described in this position posting
- Demonstrated experience managing basic accounting procedures
- QuickBooks proficiency required
- Experience preparing monthly, quarterly and annual financial statements
- Experience with audit, legal compliance, and budget development
- Meticulous attention to detail and an ability to adhere to deadlines and follow through
- A dedicated team player who works well in a dynamic, resourceful, and nimble environment
- Experience in nonprofit accounting a plus
- Experience with Raisers' Edge a plus
- Tech savvy, with experience overseeing information technology systems, staff or vendors a plus

**Position Type:** Full-time at 40 hours per week. Competitive salary will be based on qualifications and will include excellent health and retirement benefits.

### **HOW TO APPLY:**

Applications will be accepted until the position is filled. Interested candidates should submit a cover letter and resume as a single combined PDF file to Anna Fletcher at [afletcher@ecga.org](mailto:afletcher@ecga.org). No phone calls please.

*Essex County Greenbelt is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*