

# Heartland

## CONSERVATION ALLIANCE

### **Heartland Conservation Alliance Director of Finance & Administration**

Effective: June 2024

Hybrid located in the Kansas City metropolitan area

Posted for applications: June 20, 2024

**Heartland Conservation Alliance is an equal opportunity employer that is committed to creating and maintaining a diverse and inclusive company culture. People from historically marginalized communities are encouraged to apply.**

The Heartland Conservation Alliance (HCA) works with partners to protect, connect, and restore the Blue River watershed and its urban greenspaces for the benefit and enjoyment of all. We are seeking a highly skilled and experienced Director of Finance & Administration to oversee and manage HCA. As the Director of Finance & Administration, you will be responsible for ensuring the smooth and efficient functioning of all operational and financial aspects of the organization. This is a key leadership role that requires strong strategic planning, financial acumen, accounting activities, and risk management skills.

The Director of Finance & Administration will support the HCA team in their day-to-day program management and administrative duties. The Director of Finance & Administration will be responsible for developing organizational budgets; assisting with the managing and tracking of grants; reviewing and tracking invoices; reviewing purchase orders; submitting payment reimbursement requests; addressing information technology needs; managing human resources (HR) functions, procurement, and other administrative matters; and developing organizational policies and procedures. This position also works directly with the contracted Accounting/Bookkeeper position with a goal to, as appropriate, reduce reliance on such outsourcing over time.

The Director of Finance & Administration will collaborate with senior leadership and Board of Directors to develop and implement financial strategies that support the organization's mission and long-term goals, and actively participate in the development of funding proposals and new initiatives. Candidates dedicated to environmental conservation are preferred.

#### **Minimum Qualifications:**

- Minimum of 10 years of experience in a multi-faceted role, preferably a non-profit, with operations of more than \$1 million per year, with experience managing and overseeing aspects of the financial/accounting management function in a leadership role
- A strategic thinker and effective analyst who understands how operations and finances support the broader mission of the organization
- An individual with resourcefulness, troubleshooting skills, resilience, and tenacity

- Experience with QuickBooks Online, Microsoft 365/Office (particularly Microsoft Excel), Google Workspace, and general office software. Experience with Gusto and other accounting, HR, payroll processing, and expense management software is a plus.
- Undergraduate degree from an accredited college or university in Public/Business Administration, Finance, Accounting, Organizational Development, or a related field or equivalent experience. A master's degree is preferred
- Certified Public Accountant designation is preferred

*\*Applicants who meet at least 80% of the listed qualifications are strongly encouraged to apply.*

## **Director of Finance & Administration Key Responsibilities**

### **Leadership and Management:**

- Support and track implementation of the organization's [Strategic Plan](#), in particular the goals related to Funding & Organizational Health;
- Lead organizational pursuit of accreditation by the Land Trust Alliance. This position will also coordinate the application by HCA for accreditation by the Land Trust Alliance, which comprises many organizational "best practices". (See [Land Trust Accreditation - Land Trust Alliance](#))

### **Financial and Accounting Management:**

- Develop, monitor, adjust, and project annual budgets for the organization, individual programs, grant applications, and expanded services;
- Ensure the accuracy, timeliness, and completeness of financial and accounting records, including the general ledger, accounts payable and receivable, and other financial areas. Reconcile (or review reconciliations of) general ledger accounts and bank statements. Develop and maintain appropriate accounting protocols and internal controls. Manage the annual external audit;
- Prepare, analyze, and present monthly and year-end financial reports for the organization to the Executive Director and Board of Directors, ensuring consistency with non-profit GAAP standards and managing contracted accounting and tax services;
- Oversee banking activities and actively manage cash flow to meet organizational needs; With the Executive Director, select and oversee investments; Prepare and submit payment reimbursement requests to granting agencies;
- Provide support to the Executive Director in fundraising, including writing program funding proposals to guarantee sustainable funding streams and uninterrupted delivery of services; Establish fee schedules and evaluate cost and effectiveness of earned revenue programs;
- Manage and track grants to ensure compliance with grant requirements in collaboration with program managers

**Human Resource Management:**

- Maintain updated personnel and operations policies and procedures and ensure compliance;
- Develop corporate plans for a variety of HR matters such as compensation, benefits, health and safety, etc.;
- Act to support the human factor in the company by devising strategies for performance evaluation, staffing, training and development, employee satisfaction surveys, etc.;
- Oversee management and maintenance of all office systems and facilities

**Risk Management:**

- Oversee organizational insurance policies and ensure organization is adequately covered;
- Train and orient staff on personnel policies and procedures;
- Monitor adherence to internal policies and legal standards

**Contract Management:**

- Assist or lead in the negotiation and execution of organization's contracts with funding sources, including grant agreements, vendor contracts, subcontracts, federal, state, and municipal agreements, and collaborative service providers;
- Manage government contract revenue and restricted funds usage;
- Ensure compliance with federal procurement standards when applicable

This job posting is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. HCA operates in a flexible and collaborative culture so everyone supports other staff and programs as necessary. Duties, responsibilities, and activities may change at any time with or without notice.

**Compensation:** \$70,000 salary with a competitive benefits package for full-time employees, including 15 paid holidays, 15 days per year of paid time off, 12 weeks of paid parental leave, as well as employer contribution of \$500/month to organization's health insurance plan and employer-paid dental, group life, and vision insurance plans. HCA is closed for Winter Break from Christmas Day through New Year's Day.

**How to apply:** All interested applicants should submit a letter of interest that clearly addresses the listed qualifications and your preference for work schedule as well as a resume with work and education history plus three professional references. Application materials should be sent via email as a single PDF attachment to Logan Heley, Executive Director, [logan@heartlandconservationalliance.org](mailto:logan@heartlandconservationalliance.org).

*Review of applications will begin one week after the posting date. To ensure full consideration, please submit your application by July 1, 2024. Applications will continue to be accepted after the full consideration date until the position is filled.*