

## **Recruitment Announcement: Accounting and Grants Manager**

**Start Date:** Sept. 1-17, 2018

**Reporting to:** Executive Director

**Position status:** 30 hours/week, non-exempt, with End of Road benefits after completion of 1<sup>st</sup> year of employment, vacation and sick leave

**Hourly wage:** \$18-21, depending upon experience

Kachemak Heritage Land Trust, founded in 1989 and based in Homer, Alaska, is an accredited regional 501(c)(3) nonprofit organization with a mission to conserve the natural heritage of the Kenai Peninsula for future generations.

The Accounting and Grants Manager is responsible for the financial administration of KHLT and management of all KHLT grants.

Key Responsibilities include, but are not limited to:

### **Board, Committee, Staff:**

- Function as lead staff with Budget and Investment Committee
- Function as lead staff with the Long Term Capital Growth Task Force
- Prepare and present all financials for Budget and Investment Committee meetings
- Prepare financials for Board meetings
- Review draft financial statements and 990 to present to Budget and Investment Committee and the Board as needed
- Participate in regular staff, committee, and Board meetings

### **Finances and Budgeting:**

- Understand and adhere to KHLT Policy and Procedures and GAAP to have strong, accurate financial records
- Manage payroll
- Prepare quarterly tax reports
- Manage accounts receivable
- Manage accounts payable
- Reconcile bank, credit card, and investments accounts
- Track monthly cash flow
- Prepare and track yearly budget, understanding nonprofit allocation methods that are used to create a monthly budget for Program, Fundraising and Administrative expenses to create a final organizational budget.
- Perform Mid-Year Budget Review
- Prepare year-end tax and audit, including creating the files and spreadsheets used for financial statements and 990, along with backing up the accounting system, making all closing journal entries so the adjusted trial balance is ready for audit or review
- Comply with all Recordkeeping Policies applicable to the Accounting and Grants Manager
- Knowledge of 990 rules, non-profit financials, Quickbooks accounting software, grant management following government regulations, financial allocation concepts (functional expenses) and budgeting

The Accounting and Grants Manager needs to have the ability to present financial information in various formats, providing the clearest information possible to the committees, Board and staff. This position requires the ability to manage time, prioritize projects and communicate clearly.

### **Grants and Contracts:**

- Maintain institutional information materials necessary for proposal development and reporting, including folder set up, maintaining filing system, budget tracking, invoicing, reporting, current knowledge and information for audit compliance
- Provide support to staff in proposal preparation and coordination for submission
- Oversee the timely submission of grant applications and grant reporting
- Monitor grants and ensure compliance with grant requirements
- Perform financial administration and reporting related to grants
- Apply and negotiate for a federally approved indirect cost rate
- Complete federal OMB online Grants Management training

### **General:**

- Review and renew insurance requirements and policies; as well as all licenses, registrations, and memberships
- Work closely with Executive Director on strategic, annual planning and day to day operations
- Responsible for ordering office supplies
- Other duties as assigned

### **Qualifications:**

Minimum 5 years of experience required, 2-4 year accounting degree preferred

**TO APPLY:** Qualified candidates should send a cover letter, resume, and contact information for three references to [marie@kachemaklandtrust.org](mailto:marie@kachemaklandtrust.org) (please type “Accounting and Grants Manager” in the subject line) or deliver to:

Marie McCarty, Executive Director  
Kachemak Heritage Land Trust  
315 Klondike Avenue  
Homer, AK 99603

**Application Deadline:** August 17, 2018, at 5 pm. All documents must be received at the KHLT office by then.

Kachemak Heritage Land Trust is an equal opportunity organization that hires or contracts without regard to race, color, age, sex, sexual orientation, religion or national origin.