

**Office Manager and Bookkeeper Job Description**  
**Mohawk Hudson Land Conservancy**  
March 2018

The Mohawk Hudson Land Conservancy (MHLC) is a land trust working to conserve open space and natural habitats across a three county region of New York State: Albany, Schenectady, and Montgomery counties. We are seeking a highly motivated individual with a strong commitment to conservation who is interested in growing with the organization. The Office Manager and Bookkeeper position will be part time at approximately 20 hours per week and report to the Director of Operations & Development.

The Office Manager and Bookkeeper will have a variety of responsibilities and will have a critical role in supporting all MHLC programs. Primary activities will include general office management as well as bookkeeping using Quickbooks software and assisting with budgeting, annual audit, and other aspects of the organization's financial management. Other responsibilities will include:

- Serving as the point person for office manager duties including: answering phones, scheduling meetings and appointments, greeting office visitors, managing office stationery and equipment, filing and office organization, maintaining the office condition, and providing general administrative support to our employees;
- Submitting and tracking payroll and HR benefits;
- Assisting in the onboarding process for new hires and board members;
- Managing office vendors, service providers and office lease;
- Assisting with Board meetings, Board minutes, the preparation of Board reports, and the management of the password-protected board portal on the MHLC website.

A successful applicant must have excellent written and verbal skills, be well organized, and maintain attention to details. The position will require occasional evening and weekend work.

We are seeking a candidate for this position with the ability to work independently, take on a variety of projects simultaneously, and work under periodic stressful and fast-paced conditions while maintaining a cheerful and productive attitude. Experience working for a conservation organization is beneficial but not required. Occasional outside activities such as hiking on MHLC preserves and assisting with events may be required. Salary commensurate with experience.

Technical training will be provided by staff as well as through outside professional resources as needed.

**Position Responsibilities:**

**1. Bookkeeping**

- a. Produce monthly financial reports for board meetings
- b. Work closely with treasurer to track income and expenses
- c. Assist with annual budget preparation
- d. Payroll: submit and process payroll
- e. Track restricted funds and grant funding
- f. Make weekly deposits
- g. Assist in preparation and review of annual audit

**2. Conservancy Office Support**

- a. Maintain files: Assist with the organization of office files and records, including property tax exemption files.
- b. Document preparation: Assist in preparing and organizing a variety of board materials.
- c. General office: Answer phones and maintain supplies. Coordinate office.
- d. Assist with database management including eTapestry and volunteer databases.

### 3. Land Trust Alliance Standards and Practices

- a. Accreditation standards: Become knowledgeable in the Standards and Practices necessary to maintain Land Trust accreditation.
- b. Accreditation maintenance: Assist in maintaining accreditation standards for the organization.

#### **Requirements:**

1. Associate degree or equivalent experience required (B.A. or B.S. preferred).
2. Proven experience as an office manager or administrative assistant.
3. Relevant academic training in finance or accounting. Previous experience in finance. Non-profit experience preferred.
4. Strong computer skills, including Microsoft Office and Quickbooks. Working knowledge of Wordpress & HTML a plus. Willingness to learn new programs as needed. Programs frequently used include: eTapestry, Word, Excel, Wordpress. A basic understanding of social media is desirable.
5. Hands on experience with office machines (printers, copiers, mail machines).
6. Excellent oral and written communication skills, attention to detail, and problem solving skills.
7. Demonstrated ability to be self-motivated and a self-starter with a flair for dealing with diverse stakeholders. Ability to organize and set work priorities in a busy office environment; work with minimum of daily supervision. Ability to maintain confidentiality while performing a variety of tasks.
8. Must be able to provide own transportation to provide for occasional office needs and attend meetings and various special events (mileage reimbursed).
9. A creative mind with an ability to suggest improvements.
10. Passion for land conservation and interest in learning more about how land trusts build community and connect people to land.

A benefit package is available including vacation and holidays, sick leave, and retirement account contributions after one year of service. Salary commensurate with experience.

For more information, or to submit a resume and cover letter, contact:

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