

## LANCASTER FARMLAND TRUST

### Vice President of Finance & Human Resources

### Job Description

**Status:** Full-time, salaried, exempt

**Apply:** Send resume and cover letter to [humanresources@lancasterfarmlandtrust.org](mailto:humanresources@lancasterfarmlandtrust.org) by March 10th

The Vice President of Finance and Human Resources (VP of Finance & HR) will be responsible for ensuring that compliance at Lancaster Farmland Trust is conducted effectively and efficiently. The VP of Finance & HR will be a strategic thought-partner with the management team and will monitor the financial-related activities of each department, making recommendations for improvement. This position will manage timely, accurate financial records in accordance with GAAP and be the primary human resources officer. The VP of Finance & HR is the key staff interface with the Finance & Investment Committee of the Board of Trustees. The successful candidate is a self-motivated, critical thinker with strong organizational skills, adept at multi-tasking in a high-volume fast-paced environment. This position requires a collaborative individual with exceptional time management skills and the ability to demonstrate discretion with sensitive information.

The VP of Finance & HR will report to the President/CEO and will be an integral part of the executive team by providing the following essential duties and responsibilities:

#### **Financial Management**

- Provide accounting functions for the organization's \$2M operating budget and \$5M programmatic budget.
- Actively manage the day-to-day accounting and financial operations including accounts payable, accounts receivable, and cash receipts.
- Prepare budgets for: operating, departments, projects, grants, and new initiatives, including the preparation of budget revisions as necessary.
- Prepare, analyze and present monthly financial reports.
- Manage income, grant, and expense tracking, including management of restricted funds.
- Manage banking relationships, cash flow, and the organization's short and long-term investments.
- Reconciliation of key balance sheet accounts, including bank and investment accounts, receivables, payables and accruals.
- Preparation of financial forecasts including cash forecasts, projected revenue and expense and results from operations and programs.
- Perform ad-hoc reporting and analysis based on upon specific needs of the organization.
- Coordinate the annual audit and tax filings with the external auditors.
- Streamline financial data management by integrating QuickBooks, DonorPerfect, expense reports and time tracking with a focus on transparency for the management team.
- Provide compliance and tracking for donor gift agreements and restricted donor gifts.
- Development and monitoring of: internal control policies and procedures; accounting procedures and accounting manual
- With assistance from an external payroll service provider, ensure payroll is processed and executed.
- Manage the Finance & Investment Committee.

## Other Responsibilities

- Manage all human resources functions for the organization, including hiring processes, contracts for employee benefits, records management, and time reporting for all employees (currently 16 staff members).
- Manage risk assessment and general insurance requirements.
- Adhere to the [Land Trust Alliance Standards and Practices](#) and the [Land Trust Accreditation Commission Requirements Manual](#) to maintain the organization's accredited status, participating in re-accreditation activities when applicable.

## Qualifications

- Bachelor's degree in accounting or finance and minimum 3 years of experience in accounting, including fund accounting.
- Strong working knowledge of QuickBooks, Microsoft Office, and other financial analysis and business modeling tools.
- Prior experience in collaborating with an executive team.
- Experience with grant funding from private foundation and state and federal entities; working knowledge of the OMB Circular A-133 audit preferred.
- Proficient knowledge of human resources and policy guidelines – both legal and best practices.
- Exceptional organizational skills and a system-oriented working style in order to manage personnel records, benefits and hiring searches.
- Demonstrated ability to implement plans, manage multiple deadlines and achieve objectives in a fast-paced setting.
- Excellent written, communication and listening skills.
- Goal oriented and extreme attention to detail.
- Excellent judgement along with experience exercising discretion and confidentiality.
- Familiarity with [Land Trust Alliance Standards and Practices](#) and [Land Trust Accreditation Commission Requirements Manual](#).
- A commitment to LFT's mission and a passion for lifelong learning, a growth mindset, and eagerness to collaborate constructively.

Lancaster Farmland Trust offers competitive pay and a comprehensive benefits package including: health, dental and vision insurance; short & long term disability; retirement contribution; life insurance; generous time off; some remote work; and flexible hours.

It is LFT's policy to select, place, train and promote the best qualified individuals. We consider relevant factors such as work quality, attitude and experience, to provide equal employment opportunity for all employees in compliance with applicable local, state and federal laws and without regard to non-work related factors such as race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, genetic predisposition, national origin, religion, creed, age, disability, citizenship, marital status or domestic partnership status, labor union membership, military or veteran status, or other non-job-related criteria.

*Lancaster Farmland Trust was established in 1988 by local citizens concerned about the loss of farmland in Lancaster County. LFT mission is to: Vigorously accelerate the permanent protection and stewardship of farmland. With a vision that our farms, soil, water, and roots are protected for all. Since its inception, LFT has protected 568 farms and nearly 35,000 acres of farmland – ranked #1 in Pennsylvania for farmland preservation.*

Details at [LancasterFarmlandTrust.org](http://LancasterFarmlandTrust.org)