

## **LANCASTER FARMLAND TRUST**

### **Financial Assistant**

### **Job Description**

**Status:** Part-time, hourly, non-exempt

**Hourly rate:** \$22.00 - \$27.00

The Financial Assistant will be responsible for ensuring Lancaster Farmland Trust's finances are conducted effectively and efficiently. The Financial Assistant 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. The successful candidate is a self-motivated, critical thinker with strong organizational skills, and 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 Financial Assistant reports to the President/CEO and has 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.
- Create, send and follow up on invoices.
- Work closely with the executive team to prepare budgets for: operating, departments, projects, grants, and new initiatives.
- 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.
- Collaborate with the President/CEO on the presentation and discussion of finance, investment and audit matters with the Finance & Investment Committee.
- Perform ad-hoc reporting and analysis based on upon specific needs of the organization.
- Coordinate the annual audit and tax filings with external auditors.
- Streamline financial data management by integrating QuickBooks, CRM platform, expense reports and time tracking with a focus on transparency for the executive 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.
- Assist the President/CEO with payroll.

## **Other Responsibilities**

- 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.

## **Desired Skills, Knowledge, and Abilities**

- Degree in accounting or finance and minimum three years of experience.
- Strong computer skills in a Windows environment; proficiency with QuickBooks and Microsoft Office.
- 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.
- Exceptional organizational skills and strong analytical skills
- 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.
- A commitment to LFT's mission and a passion for lifelong learning, a growth mindset, and eagerness to collaborate constructively.

The Financial Assistant is expected to work 25 – 30 hours per week with the ability for 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 575 farms and more than 35,000 acres of farmland – ranked #1 in Pennsylvania for farmland preservation.*

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