

July 23, 2018

Position Description: Conservancy Administrator

1 The Escondido Creek Conservancy (Conservancy) is seeking a Conservancy Administrator to run the day-to-day administrative and financial operations of the non-profit land conservancy. The Administrator supports the Conservancy's operations by maintaining financial and administrative systems and helping to manage the flow of Conservancy operations and financial procedures, including grant administration. The Administrator is also the accountant/bookkeeper for the Conservancy, administering, tracking and reporting all financial transactions. The Administrator is the heart of the Conservancy who helps the organization fulfill its mission to preserve and restore the Escondido Creek watershed.

We are seeking a special person who is calm, centered, and passionate about making a difference in the world while managing multiple, complex, financial and administrative projects simultaneously. Our ideal candidate is exceptionally ethical, loves finance, is detail oriented, is highly organized, has managed budgets and grants, is skilled in Excel, Quickbooks or other accounting systems, the Microsoft Suite, and is a clear communicator. The Conservancy Administrator must have strong people skills and exceptional references.

Job Duties:

- Maintains Conservancy services by organizing and implementing office operations and procedures; preparing and overseeing payroll; controlling correspondence and designing and implementing filing systems, both electronic and paper-based.
- Administers and tracks all financial operations of the Conservancy, including making deposits, writing checks, and reconciling accounts.
- Monitors contracts, leases and easements to make certain procedures are followed and payments are made as required.
- Coordinating with the Conservancy's CPA and Finance committee, ensures accurate financials by coding of incoming and outgoing checks and expenses and maintaining records in accordance with Conservancy policies and best financial and administrative practices.
- Helps achieve financial objectives by assisting in the preparation of the Conservancy's annual budget; scheduling expenditures; analyzing variances and initiating corrective actions.
- Provides historical reference by following procedures for retention, protection, retrieval, transfer, and disposal of records.
- Maintains Conservancy efficiency by planning and implementing best systems and practices, consistent with Land Trust Alliance standards.
- Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.

- Keeps the Conservancy informed by reviewing and analyzing special reports; summarizing information; identifying trends.
- Maintains and enhances professional and technical knowledge.
- Contributes to team effort by accomplishing related projects as needed.

Minimum Skills and Qualifications:

2 A Bachelor's degree in finance, business, accounting or similar field. At least three to five years' experience working in finance, business, administration and/or accounting. Relevant work experience or other training in bookkeeping and/or accounting can be substituted for a Bachelor's degree for a candidate with exceptional complementary experience. Good written and oral communications skills and excellent people skills. Experience tracking budget expenses, managing processes, developing standards, promoting process improvements. Expertise in the Microsoft Suite including Excel and QuickBooks. Basic "tech support" software and hardware troubleshooting skills to help keep office systems functioning. Experience in grant administration and fund accounting would be advantageous in this position.

Reporting:

The Conservancy Administrator reports to the Executive Director and works closely with the Conservancy's volunteer board members and staff.

Location and Logistics:

The Conservancy's office is in downtown Escondido. Work is generally Monday-Friday but weekend work is periodically required.

Compensation:

Commensurate with experience. The Conservancy provides competitive benefits including 401K matching and payments for mileage.

While the position will remain open until filled, our goal is to fill the position as soon as possible. Please review the Conservancy's website at escondidocreek.org before applying. Submit a cover letter telling us why you'd like to work for the Conservancy and why we should hire you, resume, qualifications, salary sought, references and an example of a budget-related work product you were primarily responsible for to: information@escondidocreek.org or via U.S. mail to Conservancy Administrator, The Escondido Creek Conservancy, P.O. Box 460791, Escondido CA 92046.

No phone calls please.