THE CONSERVATION FUND
The Conservation Fund (“TCF” or the “Fund”) is a nonprofit conservation organization dedicated to the dual mission of protecting America’s most important land, water, and natural resources while also supporting economic growth in communities. Top-ranked for efficiency and effectiveness, in its 33-year history The Conservation Fund has protected more than eight million acres of critical conservation property worth $4.7 billion across all 50 States.

POSITION SUMMARY
The Finance Manager is part of a small team of professionals responsible for all facets of accounting and financial management for the organization. The Finance Manager handles the accounting, reporting, and analysis for The Conservation Fund’s land and mitigation programs, business areas which collectively comprise the bulk of the Fund’s programmatic activity. The Finance Manager works closely with program staff to ensure the correct processing of complex financial transactions in these areas and supports the VP Finance/Treasurer, CFO, and others with ad hoc reporting and analyses as needed. The Manager also oversees the organization’s debt portfolio.

The Finance Manager reports to the VP Finance. The position supervises no staff but may be called upon to lead or direct the work of others on occasion.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The Finance Manager has lead operational responsibility for specific areas within the Finance & Accounting department. Areas of focus may change as organizational needs change, but as currently defined the Manager will be the accountant/analyst for the conservation land and mitigation programs. The individual will be expected to work closely and collaboratively with other team members in Finance & Accounting and with program staff to ensure the timely and accurate recording of financial transactions in the most effective and efficient manner possible. Specific duties include but are not limited to the following:

- Prepare journal entries for transactions in assigned business areas, applying relevant GAAP and internal procedures to the situation at hand.
  - Record all real estate transactions in the general ledger. Develop and maintain solid understanding of the Fund’s real estate activities and deal structure and work closely with colleagues to ensure complete and accurate reporting of real estate activities.
  - Work with program staff to ensure proper accounting and fiscal administration of mitigation funding. Assume responsibility for proper segregation of those funds and timely and accurate revenue recognition.
- Partner with program staff in full project lifecycle for business areas supported. Maintain forecasts, support annual budget process in assigned business areas, and analyze financial outcomes on completed projects.
- Ensure accurate accounting and reporting for the organization’s substantial portfolio of notes receivable and payable. Maintain appropriate schedules and record year-end accruals and notes payable discount. Oversee compliance with debt terms and covenants.
• Serve as a resource to program staff on finance and accounting matters in assigned business areas.
• Perform regular monthly reconciliations and analysis of general ledger accounts, as well as ad hoc financial analysis and reporting as needed.

QUALIFICATIONS
• Bachelor’s Degree in Finance, Accounting, or related field; CPA or MBA preferred.
• At least five (5) years of relevant experience; some experience in a non-profit environment preferred.
• Experience with GAAP and familiarity with not-for-profit accounting principles. Financial analysis experience preferred.
• Experience with automated accounting systems. Advanced proficiency with Microsoft Excel. Sharepoint experience helpful.
• Ability to analyze and apply relevant regulatory framework to complex transactions.
• Strong attention to detail, organizational skills, and a focus on accuracy and compliance.
• Good communication and interpersonal skills. Flexible and reliable self-starter comfortable in a fast-paced and dynamic work environment.
• Commitment to The Conservation Fund’s mission and values.

Qualified candidates should email cover letter and resume to careers@conservationfund.org.

The Conservation Fund, a Non Profit Corporation, is an Equal Opportunity Employer who fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information or Testing, Family and Medical Leave, Sexual Orientation and Gender Identity or Expression and prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or practice in the investigation of any complaint, or otherwise oppose discrimination.