



DUTCHESS LAND CONSERVANCY

Preserving Open Land in Dutchess County

Accounting and Business Director – Job Announcement (April 2024)

The Dutchess Land Conservancy (DLC), Dutchess County, New York, is seeking a full-time experienced Accounting and Business Director to join our team in our Millbrook office. The DLC's Accounting and Business Director is responsible for maintaining all aspects of the accounting records, preparing monthly financial statements, human resource and payroll administration, cash flow management, annual budget development and special financial projects as assigned. The Accounting and Business Director develops and maintains sound financial management systems and written procedures and ensures financial policies and procedures are followed. The Accounting and Business Director works under the direct supervision of the President and as part of a cohesive team with other staff members and Board members. ***A minimum of a Bachelor's Degree in Accounting or related field, CPA designation a plus (but not necessary) and non-profit accounting experience with a proven ability to implement and lead all aspects of the organization's financial, accounting and business activities are key.***

Skills and Experience Preferred:

- Concrete understanding and experience with GAAP accounting, and working knowledge of nonprofit organizations, preferably in land conservation.
- Proficient with QuickBooks, Excel, Word and Paychex.
- Experience with fund accounting and grant tracking preferred.
- Knowledgeable with reporting related to General ledger activities, month end closing, account reconciliation, financial related reports, schedules and audits.
- Experience with human resources administration such as onboarding new employees into payroll systems, including payroll deductions and tax related items.
- Experience with benefit administration, including health care plans, 401(k), and Workers Compensation.
- Excellent verbal and written communication skills, including the ability to work effectively with other staff members in a small office environment. Ability to work effectively with Board of Directors and Committee members (Audit, Investment and Finance Committee).
- Excellent organizational and time management skills with a proven ability to meet deadlines.
- Exercise high ethical standards and professionalism.
- Highly motivated, detail oriented team player who can work both independently and as part of a team, with the ability to establish and maintain positive collaborative working relationships with others both internally and externally.
- Skilled in working effectively with others in a small-team environment.
- Ability to set priorities, develop a work schedule, monitor progress towards goals and track details, data, information and activities.
- Proven ability to manage a workload with multiple, and often competing priorities, and work within budgets and deadlines.
- Highly organized, self-starter with strong problem solving skills. Ability to work independently and in groups.

Qualified individuals should send a cover letter and resume to sandyt@dutchessland.org by **May 10, 2024**. Salary commensurate with experience ranging between \$75k and \$95k plus health benefits and 403(b) plan contributions.