



Position Description: Finance and Operations Manager

Position Summary: The [North Country Trail Association \(NCTA\)](#) seeks an individual with strong qualifications in accounting administration along with human resources and office management to provide leadership in all business practices.

Hours: This is a full-time, salaried exempt position.

Location: Lowell, MI

Reports to: Executive Director

Financial Management (70%)

- The Finance and Operations Manager leads all financial business of the organization from processing daily transactions to working with the Executive Director and the Board on long-range planning.
- Prepares monthly journal entries, analyzes and reconciles general ledger accounts and performs monthly balance sheet reconciliations.
- Manages all Accounts Payable and Receivable.
- Produces monthly financial statements, in a timely manner, including notes on any significant deviation from the budget. Provides special reports to management as necessary.
- Works with Database and Membership Coordinator to ensure tracking of income is consistent between financial and donor software.
- Provides and follows best practices in the management of cash on hand as well as our investment portfolio.
- Produces monthly Chapter financial reports and acts as the point of contact for Chapter Treasurers.
- Manages the administration of Federal, State, and private grants, including grant review, deadline tracking and reporting.
- Leads the annual budget development process.
- Maintains and ensures compliance with state and federal reporting requirements, licensing and charitable registrations.
- Coordinates and manages the annual audit with an independent audit firm.
- Works with the Executive Director and Finance Committee to maintain financial policies.

Human Resources (15%)

- Maintains all personnel records.
- Processes staff payroll bi-monthly, track paid time off and remit payroll taxes.
- Establishes a recruitment and onboarding process for new employees including training and completion of all personnel documentation.
- Manages all employee benefits packages including health insurance and 403b enrollment.
- Ensures the employee handbook stays current and all staff are advised of updates as needed.
- Ensures that health and safety practices comply with OSHA and any state requirements for local and remote staff.
- Provides processes for and ensures the completion of annual performance reviews.
- Works with staff leadership to plan and execute staff meetings, retreats and Board meetings.
- Provides regular HR briefings to the Executive Director with recommendations as needed.

Operations (15%)

- Ensures the smooth functioning of day to day operations. Ensuring all operating practices are in line with required internal controls.
- Manages all aspects of the office facility, as well as, the office needs of remote staff. Working collaboratively with the IT Manager and contractors to address any IT needs.
- Defines a process for documenting all organizational procedures and reinforces those procedures through instruction and training for staff and volunteers.
- Provides a standard for and reviews all contracts and agreements prior to seeking Executive Director signature.
- Supervise Administrative Assistant in the execution of all functions and performance management.
- Provides oversight for the Administrative assistant in managing the Trail Shop including but not limited to inventory, sales reporting, purchasing and establishing growth goals.

Education, Experience and Qualifications

- 5-10+ Years of experience in Finance, Accounting, and Business Administration with some experience in the nonprofit environment.
- Bachelor's Degree in Business or Accounting.
- Strong verbal and written communication skills.
- Experience training and empowering staff and volunteers.
- Ability to effectively work on diverse teams or with a diverse range of people.
- A commitment to a team environment.

Benefits and Compensation: This is a salaried, full-time position, eligible for NCTA employee benefits including paid time off, health insurance, 403b participation and flexible work environment. Pay is \$55-60K based on experience and proven performance.

About NCTA: The mission of the North Country Trail Association (NCTA) is to develop, maintain, protect and promote the North Country National Scenic Trail as the premier hiking path across the northern tier of the United States through a trail-wide coalition of volunteers and partners. The NCTA is a 501(c)(3) nonprofit organization that partners with the National Park Service to unite individuals, affiliated trail groups, local Chapters, corporate sponsors and others linked in support of building and maintaining the North Country Trail and telling its story. To learn more about who we are and what we do, visit northcountrytrail.org.

Send resume and cover letter to:

**Andrea Ketchmark , Executive Director
North Country Trail Association
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Electronic submission preferred**