



Position: Finance and Operations Director

Organization: The Land Connection - Champaign, Illinois

Reports to: Executive Director

Employment Status: Full Time, Exempt

Salary: \$45,000 - \$55,000; based upon experience and qualifications

Benefits: Full time, exempt employees of The Land Connection receive health insurance, vision insurance, dental care reimbursements, and life insurance, as well as vacation, sick, holiday, and paid parental leave. We also provide compensatory time for time worked beyond normal full-time expectations.

Summary Job Description

The Finance and Operations Director oversees The Land Connection's finances, as well as provides additional administrative support with grant management, information technology, legal, and facility needs. They work closely with the Executive Director to ensure our organization continues to deliver quality programming while also meeting all financial, legal, and regulatory requirements. The Finance and Operations Director plays a critical role in developing financial and other systems to support the organization's growth.

Primary Responsibilities

Financial Management

- Provide financial oversight for the organization, from daily operations to high-level decision making
- Develop annual and long-term financial strategies for the organization
- Provide the analytical financial thinking needed to qualify ideas as good and appropriate
- In conjunction with the Executive Director, oversee the annual finance planning/budgeting processes and prepare the annual operating budget
- Monitor, interpret, and present financial results of operations and programs each month
- Work directly with the Executive Director and Board of Directors to advance the objectives of the organization.
- Work with staff to implement and keep up-to-date program and organizational budgets
- Oversee risk management and legal activities to guarantee compliance with all relevant regulations
- Manage all aspects of the annual audit and IRS 990 preparation
- Oversee payroll, payroll liabilities, and benefits including paid time off accrual
- Create and maintain excellent financial controls, policies, and procedures
- Manage organizational cash flow and forecasting
- Ensure efficient functioning and documentation for all financial systems including receipts, disbursements, billing, bookkeeping, budgeting, and accounting
- Ensure that contract billing and collection schedules are adhered to



- Perform accounting, grant management, and financial planning and reporting tasks for various grants

Administration

- Oversee office operations and equipment and supply acquisition and maintenance
- Negotiate project-related contracts with consultants and contractors
- Manage various types of agreements and solicit legal advice to ensure compliance with applicable rules and regulations
- Negotiate property leases
- Serve as the information technology (IT) contact for the office and purchase IT equipment as needed
- Oversee employee-related insurance and organization insurance policies
- Develop and update organization policies and procedures as necessary
- Oversee fiscal sponsored programs

Additional

- Participate in weekly staff meetings, staff member check-ins, project meetings, etc.
- Other duties as assigned

This is not necessarily an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements, or working conditions and this job description in no way states or implies that these are the only duties to which will be required in this position. Management reserves the right to revise the job or require that other or different tasks be performed or assigned.

Qualifications

The candidate must hold, at minimum, a bachelor's degree in accounting, finance, business administration, or related field. Candidates must also have a minimum of 2 years hands-on accounting experience, preference given to nonprofit experience

The candidate must be:

- Able to set priorities, fulfill responsibilities, and organize their work with minimal supervision
- Experienced in managing multiple, ongoing projects simultaneously while handling competing deadlines
- Capable of enforcing accountability
- Committed to follow-through
- Able to think strategically, as well as anticipate future consequences and trends and incorporate them into organizational planning
- Flexible and able to multi-task
- Successful in a fast-paced environment without sacrificing ability to make sound decisions
- Able to work with confidential information



- Familiar with QuickBooks, CRMs, and modified cash accounting practices
- Experience with record maintenance, research, and office management
- Excellent with both written and verbal communication
- Able to remain in a stationary position for the majority of a workday
- Able to move around the office for short periods of time to access office equipment and files

The Land Connection is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

To Apply

Send a letter of interest and resume with three references to careers@thelandconnection.org or visit our website and apply at www.thelandconnection.org/employment/. Applications will be accepted on a rolling basis.