



Accounting and Grants Manager Recruitment Announcement

Start Date: September 16, 2019

Reporting to: Executive Director

Position status: 30 – 35 hours/week, Non-exempt, with End of Road benefits after completion of 1st year of employment, vacation and sick leave

Hourly wage: \$18-21, depending upon experience

Kachemak Heritage Land Trust, founded in 1989 and based in Homer, Alaska, is an accredited regional 501(c)(3) nonprofit organization with a mission to conserve the natural heritage of the Kenai Peninsula for future generations.

The Accounting and Grants Manager is responsible for the financial administration of KHLT and management of all KHLT grants.

Key Responsibilities include, but are not limited to:

Board, Committee, Staff

- Function as lead staff with Budget and Investment Committee
- Prepare and present all financials for Budget and Investment Committee meetings
- Prepare financials for Board meetings
- Review draft financial statements and 990 to present to Budget and Investment Committee and the Board as needed
- Participate in regular staff, committee and Board meetings

Finances and Budgeting:

- Understand and adhere to KHLT Policy and Procedures and GAAP to have strong, accurate financial records
- Manage payroll
- Prepare quarterly tax reports
- Manage accounts receivable
- Manage accounts payable
- Reconcile bank, credit card, and investments accounts
- Track monthly cash flow
- Prepare and track yearly budget with a basic understanding of nonprofit allocation methods
- Prepare mid-year budget review

- Prepare documentation for year-end audit and work with contracted CPA to complete 990
- Create all monthly/yearly closing journal entries
- Comply with all KHLT Recordkeeping Policies
- Knowledge of 990 rules, non-profit financials, Quickbooks and grant management

Grants and Contracts:

- Maintain grant information necessary for proposal, development and reporting. Including folder set up, maintaining filing system, budget tracking, invoicing, reporting and information for audit compliance
- Provide support to staff in proposal preparation and submission
- Oversee the timely submission of grant applications and grant reporting
- Monitor grants and ensure compliance with grant requirements
- Perform financial administration and reporting related to grants
- Apply and negotiate for a federally approved indirect cost rate
- Knowledge of Grants Management or Fund Accounting

General:

- Review and renew insurance requirements and policies; as well as all licenses, registrations, and memberships
- Work closely with Executive Director on strategic, annual planning and day to day operations
- Other duties as assigned

Qualifications:

Minimum 3 years of experience, 2-4 year accounting degree preferred or related field

TO APPLY: Qualified candidates should send a cover letter, resume, and contact information for three references to marie@kachemaklandtrust.org or deliver to:

Marie McCarty, Executive Director
 Kachemak Heritage Land Trust
 315 Klondike Avenue
 Homer, AK 99603

Application Deadline: September 4, 2019, at 5 pm. All documents must be received at the KHLT office by then.

Kachemak Heritage Land Trust is an equal opportunity organization that hires or contracts without regard to race, color, age, sex, sexual orientation, religion or national origin.