

New River Land Trust

Blacksburg, VA

Bookkeeper/ Office Manager

- **Part Time:** 15 – 20 hours per week
- **Hybrid:** New-Hire training on-site
- **Hourly Wage:** Based on Experience
- **To Apply:** Please send cover letter and resume to John Eustis at admin@newriverlandtrust.org by November 20

New River Land Trust (NRLT) was established in 2002 in Blacksburg, VA as a non-profit for natural and cultural resources conservation. Our mission is to conserve farmland, forests, open spaces, and historic places in the New River region of Southwest Virginia. We are looking for a part-time Bookkeeper/ Office Manager. The ideal candidate has a bachelor's degree in accounting and a minimum of three to five years of accounting experience, preferably in non-profit organizations. Job candidate should work well within a small organization, reporting to the Executive Director, comfortable with a flexible schedule, and hybrid work environment. As a small non-profit; the volume of transactions is low, and the range of responsibilities is wide.

Responsibilities:

- **Financial Management:** Handle day-to-day financial operations including accounts payable, account receivable, sales receipts, post annual budgets, reconciliations, bank deposits, prepare monthly journal entries and track and report fixed assets.
 - A key focus is managing restricted funds through budgets and financial reporting.
 - File all applicable taxes such as: Sales/Use Tax, Form 102, 1099-NEC, Property Tax.
 - Prepare reporting for Finance Committee meetings and coordinate with both the Treasurer and Finance Committee
- **Systems Management:** Responsible for system and platform updates and subscription renewals.
- **Audit & Compliance:** Manage annual audit with support and supervision from Executive Director. Calculate and book year-end journal entries using accrual basis accounting, attend meetings, complete all information requests timely and accurately, and upload all documents via CPA portal.
- **Risk Management:** Stay informed and on top of risk management such as insurance policies, endorsements and renewals, run annual risk assessments calculators, and ensure waivers are current.
- **Payroll:** Manage payroll, create timesheets, update payroll system, keep guidelines current, ensure employee rates are current and correct, process monthly payroll and record payroll per fund allocations.
- **Grant Applications:** Help Executive Director with select fund & grant applications.

- **Merchandise Sales:** Process shipping from online store orders, update QuickBooks and track sales tax.
- **Fundraising Events:** Attend, participate and manage merchandise sales at events (appx 2/ year).
- **Board Meetings:** Attend and take meeting minutes (6x/ year).
- **Human Resources:** create job descriptions, post job openings, apply for work-study programs, interviews, onboard, set up payroll, complete background checks (when needed).
- **Other:** Responsible for filing, answering phones, ordering office supplies, booking meeting rooms and any other assigned tasks.

Experience Required:

- Bachelor's degree in accounting or equivalent experience
- Knowledge of GAAP regulations and accrual basis accounting
- Moderate to advanced proficiency with Microsoft Excel & Word
- Strong communication skills; both verbal and written
- Accurate, detailed oriented, and timely
- Handle confidential employee and financial information with discretion and integrity
- Team oriented: offer assistance and administrative support where and when needed
- *Preferred, but not required:*
 - Non-Profit Accounting, Fund Accounting and/or Cost Accounting
 - Experience with QuickBooks Desktop, Intuit Payroll Core

NRLT Compensation and Benefits:

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| ▪ Earned PTO | ▪ Periodic Raises |
| ▪ (12) Paid Holidays | ▪ IRA offered through RetirePath |
| ▪ Hybrid Position | ▪ Casual dress code |
| ▪ Flexible Hours | ▪ Annual Holiday Gathering |