

Finance & Administration Director

Job Description

TRAVERSE AREA RECREATION AND TRANSPORTATION (TART) TRAILS, INC. IS AN EQUAL OPPORTUNITY EMPLOYER. APPLICANTS WILL BE CONSIDERED WITHOUT UNLAWFUL DISCRIMINATION BASED ON RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, DISABILITY, GENETIC INFORMATION, HEIGHT, WEIGHT, MARITAL STATUS OR VETERAN STATUS.

Role

The Finance & Administration Director requires a motivated team member with a growth mindset to execute the organizational accounting and oversee the business administration activities to support a collaboratively-based and effective team. This full-time position reports to the Chief Executive Officer, and works closely with team members (staff and board) to support financial reporting and business administration needs. The Finance & Administration Director leads TART's administrative team, including an Administrative Assistant and Data Wrangler, and outside contractors as needed.

Job Summary

The Finance & Administration Director is a critical team member responsible for developing and coordinating administration and finance operations and procedures in order to ensure organizational integrity and efficiency and support TART's core internal values of quality, gratitude, respect, teamwork, and balance. The position provides the lead in generating monthly financials, timely grant reporting, and office bookkeeping. A strong team player with superior communication skills will be needed to ensure positive and professional communications as the position supports members of the TART Trails' team (board and staff), donors, volunteers, and vendors to ensure financial operations are in alignment with TART Trails' core values, vision, and mission.

Responsibilities

Administration & Compliance | The position works to ensure the organization operates effectively, efficiently and transparently; accurate and quality data entry and record keeping are essential. Position responsibilities include developing and overseeing a systems approach to financial and organizational data entry and recordkeeping utilizing multiple platforms including Salesforce, Quickbooks, and Excel. Typical duties include:

- Oversee support of Salesforce to ensure database accuracy and corresponding communications and other key details are maintained.
- Manage insurance coverage for the organization and its assets, and support team to identify insurance needs for volunteers and special events
- Lead an administrative team and outside contractors to ensure financial and database accuracy and corresponding communications and other key details are maintained
- Keep yearly calendar of important dates including tax filing deadlines and board meetings
- Complete and submit 501(c)3 nonprofit updates and filings to comply with state, federal and grant requirements
- Coordinate with CEO to prepare materials for distribution before Board of Directors meetings, attend Board meetings
- Serve as Finance Committee coordinator – schedule meetings and take minutes. Prepare agenda and meeting materials in coordination with CEO, Development Director and Treasurer
- Interact with donors, volunteers and vendors

Financial | A key component of this position is establishing and supporting systems for transparent, ethical, and accurate execution of the organization's financial transactions and records. In collaboration with team members including the Treasurer, CEO and Development Director, the position leads the development of the monthly financial statements to report and summarize the organization's financial standing and help share its impact. The position, in close communication with staff, supports the development and preparation of the annual budget and provides lead support with grant management and compliance and the annual audit. Typical duties include:

- Oversee efficient and accurate systems for accounts receivable and accounts payables including prompt collection of invoices and timely payment of bills
- In close collaboration with the Development Director, CEO, and Treasurer, and staff, develop and maintain consistent methods for managing and reporting capital and project funding both income and expense
- Manage revenue, whether recording cash, check, stocks, or ACH receipts, making bank deposits or managing PayPal transfers and/or other third-party app receipts
- Oversee that all donations are recorded in the Salesforce database following established protocols and reconciled with QuickBooks
- Perform monthly reconciliation of all accounts, including monitoring bank balances and orchestrating bank account transfers and investments as directed by the CEO when needed
- Manage internal systems for upkeep of current organizational documents such as IRS nonprofit 501(c)(3) letter, W-9 form, bylaws, 990s, financial statements, annual budget, most recently completed organization audit, and sales tax exemption forms. Make these available as requested.
- Monitor purchases to ensure approval levels are in compliance with TART purchasing policies
- Record sales taxes from merchandise sales and maintain accurate records for remittance and payment (monthly) as required
- Oversee grant eligibility and compliance –work closely with project team members to provide administrative support and financials for grant reporting as needed
- Develop monthly financial statements, analysis reports and dashboards in close coordination with CEO, Treasurer and Development Director
- Lead annual audit - including working with external auditors during the audit and ensuring throughout the fiscal year records and accounting practices comply with accounting standards.

Leadership Responsibilities | The Finance & Administration Director provides leadership for the administrative team. This includes training in work methods, planning, delegating and approving work; and ensuring close communication and collaboration with the entire TART team. The position also serves as primary contact for scheduling outside contractors (e.g., IT, Salesforce, audit, cleaning) and/or outside partners (e.g., sub-grantees), and setting up schedule for payments to such contractors or third parties.

Qualifications

- Enthusiasm for and understanding of TART Trails' mission and role in the community
- At least three years' experience in a non-profit or office setting with proven bookkeeping experience required, familiarity with GAAP and non-profit accounting preferred
- Proficient with Quickbooks accounting software, Microsoft Office and Google Suite required
- A growth mindset with an eagerness to support a team
- Working knowledge of Salesforce database software preferred
- High quality communication, administrative, and interpersonal skills
- Integrity, honesty, and ethical decision making required
- Superior organizational skills, high degree of accuracy, attention to detail and thoroughness
- Ability to work both independently as well as in a team environment

- Analytical ability to gather and summarize data, prepare reports
- High degree of confidentiality, discretion, and judgment required
- Bachelor's degree preferred but not required if work experience exceeds minimum qualifications
- Ability to work occasional evenings or weekends

Compensation

This is an exempt full-time position (based on a 40 hour work week) with a competitive salary (\$63,000 - \$91,000) commensurate with background and experience. TART Trails, Inc. offers a suite of benefits including 403(b) match, health insurance, and flexible work schedule and location.

About TART Trails, Inc.

Traverse Area Recreation & Transportation (TART) Trails, Inc. is a nonprofit organization formed in 1998. TART Trails' mission is to provide and promote a trail network that enriches people and communities throughout the greater Traverse region. TART Trails helps support a network over 100 miles of trail located in Grand Traverse and Leelanau counties and include the Boardman Lake Trail, Boardman River Trail, Leelanau Trail, TART Trail, Sleeping Bear Heritage Trail, Three Mile Trail and Vasa Pathway. TART Trails is working to integrate these trails into the community by advocating for an interconnected non-motorized transportation network and is also working to extend these trails to connect with a robust regional trails system.