



## Western Reserve Land Conservancy

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### JOB POSTING

#### ACCOUNTING AND GRANT BILLING MANAGER

Western Reserve Land Conservancy has an immediate opening for an Accounting and Grant Billing Manager. The position reports to the Chief Financial Officer and will be located either at the Land Conservancy's main office in Moreland Hills, Ohio or its urban program office in Cleveland, Ohio.

This is a full-time position with a salary range of \$68,000 to \$74,000 annually, commensurate with experience, and the position is eligible for benefits.

#### BACKGROUND

Western Reserve Land Conservancy provides people with essential natural assets through land conservation and restoration. Headquartered in Moreland Hills, Ohio, we are a non-profit organization, the largest land conservancy in Ohio and nationally accredited by the Land Trust Alliance. Serving an area of 29 counties from the Pennsylvania line to the Sandusky Bay, the Land Conservancy has permanently conserved more acreage than Cleveland Metroparks and the Cuyahoga Valley National Park combined. We work with private and public landowners, farming families, neighborhood development corporations, corporations, county park systems, local residents and many more to help create communities nourished by vibrant natural lands, working farms and healthy cities. Thriving Communities, our urban revitalization program, is nationally recognized for thought leadership on removing blight; creating land banks statewide to find productive uses for vacant properties; and revitalizing communities through greening strategies. Our mission is funded through a combination of program revenue, government grants, and philanthropic gifts from individuals, foundations and corporations.

#### POSITION SUMMARY

Reporting to the Chief Financial Officer ("CFO"), the Accounting and Grant Billing Manager ("Manager") will be responsible for the daily, monthly and annual accounting activities for the Land Conservancy. The Manager will use financial systems to record financial transactions throughout the year, including allocations to grant funded projects and programs. The Manager will collaborate with and support other departments and functions as the primary contact for financial data to support grant funded activities. This collaboration ranges from providing budgets and reports to managing time tracking and grant reporting systems.

#### KEY AREAS OF RESPONSIBILITY

##### Grant Billing

- Create and monitor program budgets and grant budgets in partnership with Conservation and Development Teams
- Complete multi-year budgets and reports where appropriate
- Assist Conservation and Development teams with public and private grantor's reports and submissions

- Track programmatic and grant funded activities monthly ensuring that records are aligned with funding sources
- Manage time-keeping software and produce time keeping reports to support grant billing in accordance with public and private funders requirements

#### Accounting

- Preparation of daily, weekly, monthly, quarterly and annual financial reports
- Reconciliation of key balance sheet accounts, including bank accounts, loan accounts, receivables, payables and accruals
- Support bi-weekly payrolls plus integrations with key benefit providers
- Support the Conservation and Development teams by providing reports as required and ensure strong understanding of program and project activities for recording transaction level details
- Perform financial analysis, including actual-to-budget comparisons and investigation into variances
- Support annual audit through preparation of supporting schedules and worksheets and field work support
- Support preparation of annual tax returns through preparation of supporting schedules and worksheets and providing general support, including preparation of annual 1099 reporting
- Research, develop and document key accounting positions
- Adhere to established internal control policies and procedures

#### Budgeting and Forecasting

- Preparation and consolidation of annual budget and rolling 12-month cash forecast
- Perform monthly/quarterly variance analysis of budget to actual comparisons for each department

#### Other Responsibilities

- Provide support to the accounts payable and receivable activities as needed
- Manage accounting software and workflows as needed to support the accounts payable process
- Document activities in written procedures and ensure ongoing upkeep of procedure documents
- Other duties as assigned by the CFO

#### **EDUCATION, EXPERIENCE AND CAPABILITIES**

- Bachelors' degree in accounting, finance and/or business management
- Strong working knowledge of GAAP and 2 CFR 200 requirements
- At least five years of accounting experience in a business setting, preferably in a public or non-profit organization
- At least two year of grant or project-based billing experience, preferably in a public or non-profit setting
- Experience working in fund accounting or managing public grant funds and reporting
- Strong working knowledge of QuickBooks and Excel
- Strong detail orientation coupled with ability to review financial information and records
- Effective analytical skills
- Demonstrated ability to work collaboratively in a team setting
- Effective communication skills, both written and oral
- Commitment to Land Conservancy's mission

**APPLICATION PROCESS**

Interested individuals should send a resume and cover letter to Bob Kissling, Vice President of Human Resources, at [rkissling@wrlandconservancy.org](mailto:rkissling@wrlandconservancy.org).

*Western Reserve Land Conservancy is an Equal Opportunity Employer and is committed to hiring staff members who represent the rich diversity of our community. At the Land Conservancy, all employees and applicants for employment are judged on their merits. The Land Conservancy is committed to providing an environment free of illegal discrimination of any kind, and does not base any employment decisions on race, color, national origin, sex, sexual orientation, gender identity or gender expression, religion, age, disability, military or veteran status, or any other protected category under federal and state laws.*