

Position Description: Operations Manager

The function of the Operations Manager is to create and maintain the systems and processes to keep all records, financial data and contracts of the organization. Working closely with the Executive Director and staff, the Operations Manager organizes the filing, storage, and back up of records to ensure they are up to date, secure and fail safe. The Operation Manager's primary responsibility will be to administer the payroll, accounting and financial reporting for the organization.

The Operations Manager prepares the financial reports and account reconciliation reports for the Executive Director and Treasurer in order to ensure timely and accurate reporting. The Operations Manager oversees the banking and financial activities and complies with operating policy on financial controls and audits.

The Operations Manager ensures the organization is current on all registrations and legal requirements.

The Operation Managers oversees all donations including restricted and unrestricted assets, prepares deposits for the Executive Director, and prepares accounting reports (grants) to the Advancement staff.

The Operations Manager, in partnership with the Advancement Director, oversees and manages the Operations Associate.

MAJOR FUNCTIONS

- Financial systems and operational controls and processes
- Record keeping, back up and security
- Administration, record keeping
- Manages contracts, insurance
- Provides leadership to Finance Committee and Treasurer
- Support of Grant management

Financial Systems and Operational Controls

Landmark Conservancy's financial accounts include four bank accounts, two of which are savings and two are checking. Approximately 40-60 payables are made each month from Landmark's general operating checking account, as well as payroll for eight employees. Additionally, Landmark holds funds in 11 endowment accounts at five foundations.

Oversees the organization's finances including accounts payable, accounts receivable, deposits, and booking of expenses in accordance with Generally Accepted Accounting Principles (GAAP). Establishes and maintains the systems and processes to ensure timely and accurate payments, credits and reconciliations. Accurately reconciles accounts monthly and shares reports with Executive Director, Treasurer, and board members. Supports the organization's reporting requirements to the Board and to government entities. Makes payroll and benefit adjustments. Prepares the budget detail with the Executive Director and staff. Prepares detail for annual audit and financial review with Treasurer and outside accounting/CPA services. Maintains insurance and contracts, and ensures renewals are done.

Recordkeeping, Backup and Security and Confidentiality

Organizes with the staff the record keeping systems for land records, financial systems, human resources files, and organization records with the State and Federal authorities. Ensures that Landmark follows procedures regarding record retention, offsite as required, and destruction. Follows Land Trust Alliance procedures and policy requirements for records.

Oversees the electronic files with staff to ensure accuracy, security and updates to databases. As resources allow, improve the approach to record updates and recovery systems.

Board Documentation and Records

With Executive Director and Board Secretary, ensures Board receives material for Board meetings. Provides leadership to the Finance Committee and supports other Board Committees as needed. Prepares and maintains documents for board records, and files in appropriate places. Supports Board Secretary in ensuring Conflict of Interest and Whistleblower documentation is completed and updated. Maintains organization policy procedure with content provided by staff and board.