



## **Director of Finance and Administration – Job Description**

Virginia League of Conservation Voters (Virginia LCV) is seeking a full-time Director of Finance and Administration to help support the organization's core operational functions.

The ideal candidate will have years of professional experience managing the finances and human resources for a small business or nonprofit organization and have a desire to work with a dynamic team to protect our natural environment, address climate change and environmental justice, and elect conservation leaders to public office.

### **About Virginia League of Conservation Voters**

Virginia LCV, a 501(c)(4) organization, advocates for progressive conservation policies, educates and endorses candidates for public office, and holds elected officials accountable on our conservation priorities; clean air and water, protected lands, public health, environmental justice and climate action. The Virginia LCV family of organizations also includes the Virginia LCV Education Fund, a 501(c)(3) organization, and Virginia LCV PAC, our political arm that directly supports pro-conservation candidates. The Director of Finance and Administration supports all three organizations.

### **Job Responsibilities**

#### **Financial Responsibilities:**

- Direct and manage the organization's financial and accounting responsibilities, including compliance with relevant tax and campaign finance laws and regulations, and internal controls.
- Oversee monthly reconciliations of financial statements including bank statements.
- Prepare monthly financial reports and reports for both the finance committee and Board of Directors.
- Manage bi-monthly payroll.
- Facilitate and prepare schedules for annual financial statements, audit and preparations of the IRS 990 form and Form 102 for the state of Virginia.
- Oversee State Board of Electors compliance process for the PAC account ensuring accuracy and completeness of revenue and disbursements reported.
- Assist the Executive Director in development of the annual budget.
- Administer the organization's expense reimbursement policies.
- Prepare financial reports for proposals and reports to grantor foundations.
- Handle correspondence concerning accounts payable, accounts receivable, invoicing, credit card administration, and other financial transactions.
- Work with the Board Treasurer to support the duties of the Finance Committee of the VALCV Board of Directors.

### **Administrative (Human Capital/IT/Organizational) Responsibilities:**

- Manage organization's human capital management needs to include updating employee forms, oversight of new employee on boarding process, and employee handbook.
- Maintain personnel files.
- Oversee employee parking and access cards to the building to include maintaining records for vendors.
- Maintain and review of employee benefits annually with our consultant and auditor.
- Review and manage employee information technology and equipment needs to include any potential software or hardware enhancements given the scope of work/job description.
- Manage on site data base server with the assistance of vendors and review technology needs annually for upgrades or changes.
- Assist the Executive Director with vendor procurement and oversee contracts related to organizational finance and administration.

### **Office/Misc. Responsibilities:**

- Oversee and resolve all maintenance issues in the office.
- Order office supplies as needed for staff and office.
- Other duties as assigned.

### **Qualifications**

- Commitment to the vision and mission of Virginia LCV
- Must enjoy working in a small office as key member of a great, hard-working and fun team
- At least one year of supervisory experience required
- Bachelor's, advanced degree or comparable work experience in accounting, business management, human capital, finance, or related fields
- Resume should reflect Information technology experience sufficient to carry out assigned duties
- Experience with foundation grants and restricted project fund accounting preferred
- Exceptional communication, interpersonal, organizational, and verbal/writing skills
- Bookkeeping experience with QuickBooks Online
- Ability to work independently, solve problems and complete assignments under short deadlines
- Must be able to manage own time, set priorities and shift readily between various assignments

### **Benefits and Compensation**

Virginia LCV offers a competitive compensation and benefits package that includes the following: excellent health, dental and vision coverage, short-term disability coverage, life insurance coverage, an IRA retirement plan with an employer match, and generous paid time off and holiday policies.

Position Details: This is a full-time position, currently remote but that will shift at some point in the future to our Richmond office. Rare but occasional evening and weekend hours are required. This position is part of the Virginia LCV Leadership Team and is supervised by the Executive Director. The position has reporting duties to both the Executive Director and the

Board of Directors. This Director of Finance and Administration supervises one part-time staff with bookkeeping and financial responsibilities.

To Apply: Send cover letter, resume and salary requirements to Michael Town at [mtown@valcv.org](mailto:mtown@valcv.org) with "Director of Finance and Administration" in the subject line. Applications are due by 06/25/21. No calls please.

Virginia LCV & Virginia LCV Education Fund are Equal Opportunity Employers committed to a diverse, inclusive, and equitable workplace.