

**Grand Traverse Conservation District**  
**Finance and Human Resource Coordinator**  
**Vacancy Announcement**

**Posting Date: 06 November 2017**

**POSITION IDENTIFICATION:**

Finance and Human Resource Coordinator is a full-time; 40 hours per week, FLSA exempt position.

**POSITION SUMMARY:**

The Finance and Human Resource Coordinator is responsible for managing the financial and human resource aspects of the District. The Coordinator is responsible for the District's finances from day-to-day activities to payroll, taxes, internal financial reporting, year-end processing and audit preparation. The Coordinator is the lead in developing the annual budget with other department Directors and the Executive Director.

The Finance and Human Resource Coordinator is also responsible for aspects of human resource activities for the District, to include background checks, submission of new hire records, administering employee health and fringe benefits, and deferred compensation.

In addition, the Finance and Human Resource Coordinator should have knowledge and the ability to review insurance needs for the District (worker's compensation, unemployment, general liability, professional liability, D&O, etc.).

The Finance and Human Resource Coordinator will report to the Executive Director and support the work and the Mission of the Grand Traverse Conservation District.

**RELATIONSHIPS:**

Reports to:	Executive Director
Supervises:	Administrative Assistant
Works with:	All GTCD staff; volunteers
External Stakeholders:	Auditors, Health Insurance Representative, Insurance Representative, Vendors, Customers, Grantors.

**RESPONSIBILITIES AND DUTIES:**

**Financial (65%)**

- Prepare and submit monthly financial reports to the Board of Directors and Staff Program Directors, and be able to respond to questions regarding the reports;
- Assist program Directors in monitoring financial activities and budgets as they relate to their respective program areas and specific grants;
- Act as lead staff in developing the annual budget with Program Directors and the Executive Director and monitoring the budget throughout the year, creating amended budgets as necessary;

- Ensure the recording of receivables of cash, checks or credit cards are made in accordance with MDARD standards and deposited into District accounts;
- Ensure Bank Reconciliations are complete within 15 days of receipt and presented to Board Treasurer for review and signature;
- Organize payables and ensure payables are entered accurately in the accounting system and payments are made on a timely basis;
- Track all reimbursable spending and ensure that the proper entities are billed for the expenses;
- Process payroll and execute accurate and timely payments to the Electronic Federal Tax Payment System (EFTPS) for each pay period;
- Ensure all taxes; sales and payroll for the District are accurate and completed as scheduled by State and Federal Governments each month & quarter;
- Ensure annual payroll taxes and reporting are completed accurately and on time and all W-2's are distributed to employees as required by the IRS;
- Complete year-end financial process in a timely basis;
- Prepare for and comply with auditor's requests for financial information prior to and during the audit;
- Act as lead for financial activities for programmatic programs and fundraisers to include proper internal controls for cash handling during the events, proper entry, banking and accurate reporting statistics following the event;
- Develop and implement District internal controls policy;
- Assists in safeguarding the integrity and security of District information and property.

#### Human Resources (15%)

- Conduct background checks for all staff and maintain in a secured file as required by SOM;
- Ensure new hire forms are completed, submitted and filed as required by law;
- Participate as requested by Executive Director in the new hire interview process for staff positions;
- Create and maintain electronic timesheets.
- Calculate and administer employee health and fringe benefits as well as deferred compensation packages according to District Policy and IRS regulations;
- Research periodically to secure the most cost effective Health Insurance benefit package available to meet the needs of the District.
- Research and keep informed of new HR Laws to ensure the District is compliant.
- Make sure all employee files are updated as necessary (annual employee agreements, tax forms, etc.).
- Process workplace injury paperwork.

#### Organizational Support (20%)

- Is a member the Management Team and takes an active part in the development and implementation of organization-wide policies that support our mission, strategic plan, continuous quality improvement and contribute to the overall success of the District;
- Attends and participates in regular staff meetings, and may play a role in developing and conducting specific meetings;
- Participates in the development of organizational policies, procedures;
- Provides general informational support to staff for District operations as it relates to finances, budgets, grants, insurance, human resources, policy and/or general operations;
- Assists other staff and Board with fundraising to support District's strategic goals;
- Maintains key inventory and acts as the "key holder";
- Provides minor technical support with computer, software, and server issues, and maintains computer inventory;

- Researches programs as needed for District needs;
- Attends and takes minutes for all Board Meetings;
- Assist with preparation of FOIA documents as requested and tracks all requests;
- Maintains well organized and secure files for the financial and human resource records of the District.

**STANDARDS OF PERFORMANCE:**

Success is measured by the degree to which:

- District finances as managed by the Finance and Human Resource Coordinator are compliant according to Michigan Conservation District Uniform Accounting Procedures Manual and a successful annual audit is awarded;
- Regular financial reports to the Board, Staff, MDARD, SOM, IRS are complete, accurate and submitted on time;
- Annual Budget process is completed on time so the Appropriations Act is presented to Board for approval at the annual Budget Hearing in September;
- Annual Health Insurance Plans and fringe benefits are calculated accurately and properly administered throughout the year;
- Highest standards of confidentiality are maintained regarding district personnel or personal volunteer information;
- Internal Control Procedures are adhered to and there are no significant cash discrepancies.

**WORKING CONDITIONS:**

The primary work place is in a typical office setting at the GTCD office in the Boardman River Nature Center in Traverse City, MI.

**REQUIRED KNOWLEDGE & EXPERIENCE:**

Related Work Experience

- Minimum of four years' experience in bookkeeping or accounting.
- Minimum of three years' experience in human resource coordination.
- Minimum of two-three years' experience in QuickBooks desktop version.
- Experience using customer/jobs and classes in QuickBooks.
- Experience creating Microsoft Excel spreadsheets.
- Experience with all aspects of payroll.

Formal Education or Equivalent

- Bachelor's degree in accounting.

Skills & Abilities

- Well organized, with attention to detail and high standards of accuracy;
- Able to set clear priorities and manage several projects in a busy environment, including tracking the income and expenses for over 40 sources of funding;
- Ability to maintain strict confidentiality regarding personnel information and as appropriate, and, as appropriate, protect the assets of the District;
- Must be able to work independent of direct supervision and as part of a team;
- Highly proficient in use of QuickBooks accounting software, with experience using Customer Jobs to track income and expenses as well as processing payroll through QuickBooks;
- Proven proficiency in Microsoft Office Suite, especially Excel Spreadsheets and familiarity with Google suite of programs;

- Ability to operate and program a standard cash register.

### **Compensation**

The Finance and Human Resource Coordinator is a full-time, FLSA exempt salaried position with an annualize rate of compensation from \$35,000 to \$41,000. As a full-time, exempt employee, the Finance and Human Resource Coordinator is entitled to the Grand Traverse Conservation District's benefits package, which includes medical insurance, 18 days paid time off, holiday pay, and other benefits as described in the Employee Handbook.

### **To Apply**

Please email your application package to Marsha Clark at [mclark@gtcd.org](mailto:mclark@gtcd.org) with the subject line: **Finance & HR Application**. No calls please.

Please include the following documents:

- Completed Grand Traverse Conservation District application. The application can be found on the Grand Traverse Conservation District website [www.natureiscalling.org](http://www.natureiscalling.org).
- List of three professional references (supervisors preferred) with their contact information
- Current resume
- Cover letter stating your suitability for the position based on required knowledge, experience, and skills

**Applications must be received no later than 5:00pm ES, 20 November 2017 or until filled.**

**Preferred Start Date: 08 January 2017**

*The Grand Traverse Conservation District does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, military service, disability or other non-merit factor.*