



Caledonia County

Natural Resources Conservation District

481 Summer Street, Suite 202 St. Johnsbury, VT | 802-424-3149 | www.caledoniadistrict.org | emily.finnegan@vt.nacdnet.net

Request for Proposals: Finance Manager & Bookkeeper

Organization: Caledonia County Natural Resources Conservation District

Location: Office is co-located with the Natural Resource Conservation Service (NRCS) offices at 481 Summer Street, Suite 202, St. Johnsbury, Vermont; some remote work, minimum bi-weekly in-person meetings

Estimated number of hours: 4 hours per week/8 hours bi-weekly

Date posted: 11/17/23

Ideal start date: Before 1/1/24

How to apply: Email proposal, including cost of services, three professional references, and a short summary of bookkeeping experience with "Bookkeeper Proposal" in the subject line to emily.finnegan@vt.nacdnet.net. All proposals submitted before 12/1/23 will be considered, with proposals considered on a rolling basis after that time.

Position Summary:

The Caledonia County Natural Resources Conservation District (CCNRCD) is seeking to contract with an experienced bookkeeper to manage the organization's payroll, financial record keeping, financial reporting, and tax filing. The ideal candidate will also be excited to learn about CCNRCD, and willing to work together with the District Manager to transfer our books from Quickbooks Desktop to Quickbooks Online and assist the District Manager and Board of Supervisors in establishing sustainable, long-term financial management systems. Experience managing financials for non-profits or municipal entities is preferred.

Who We Are:

The Caledonia County Natural Resources Conservation District (CCNRCD) was established in 1946, after Vermont passed the Soil Conservation Act, with an original purpose to drive locally-led voluntary conservation through contacts with farmers. In 1968, the Vermont State Legislature amended the Soil Conservation Act, broadening our scope to conserve all natural resources. The mission of CCNRCD is to sponsor and coordinate technical and financial assistance to address water quality, stormwater runoff, soil erosion, soil quality, watershed planning and conservation education. CCNRCD is an independent, non-regulatory municipal subdivision of state government, governed by a Board of Supervisors. We are served by two leadership entities, the State Natural Resources Conservation Council (NRCC) and the Vermont Association of Conservation Districts (VACD). Conservation Districts function much like a non-profits, which means that landowner engagement with the District is voluntary and incentive-based. Some Conservation Districts, including CCNRCD, are housed at USDA Service Centers. The Caledonia County NRCD works closely with all Conservation Districts in the state to collaborate, share resources, and provide continuity of services. We also work closely with many other partners, including the USDA-Natural Resources Conservation Service (NRCS),



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UVM Extension, US Fish & Wildlife Service, VT Agency of Agriculture, Food, and Markets (VAAF), VT Department of Environmental Conservation (DEC), and others. Conservation Districts receive some operational funding from the State of Vermont, but primarily support their work through securing project grants and program funding.

Position Responsibilities:

The initial task of the Finance Manager & Bookkeeper will be to transfer CCNRCD's books from Quickbooks Desktop to Quickbooks Online. Together with the District Manager, this position will work to set up Quickbooks Online so that it works for the way that CCNRCD needs to keep track of individual grants, but also functions within the Quickbooks Online system. During this transition, more time may be needed than the expected 8 hours bi-weekly, and compensation can be adjusted accordingly.

Beyond initial set-up, the Finance Manager & Bookkeeper will work effectively with the District Manager to track and manage CCNRCD's finances and will assume the following responsibilities:

Finance Responsibilities:

- Work with the District Manager to transfer books from Quickbooks Desktop to Quickbooks Online
 - Collaboratively establish a system that works for the way that CCNRCD needs to keep track of individual grants and programs, but also functions within the Quickbooks Online system
 - Provide an introductory level tutorial for the District Manager on Quickbooks Online
 - Manage the organization's Quickbooks files
 - Conduct routine data entry and day-to-day bookkeeping
 - Organize chart of accounts and class chart
 - Create General Journal Entries (GJE)
 - Run reports
 - Troubleshoot Quickbooks issues
 - Oversee accounts payable (AP) and accounts receivable:
 - Issue and pay invoices in coordination with the District Manager
 - Enter associated data into QuickBooks
 - Make deposits
 - Conduct monthly reconciliations and produce monthly financial statements
 - Serve as the administrator of the organization's bank account
 - Oversee organization's cash flow
 - Oversee audits and financial reviews
 - Prepare special reports to government agencies as requested:
 - Subrecipient report to the State of Vermont for federal monies due 45 days after close of fiscal year
 - Review existing and develop new financial policies as needed; execute financial policies
 - Ensure compliance with the organization's procurement process
 - Stay informed of GAAP and other financial and grants management rules, regulations, and best practices
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- Provide training on financial management and Quickbooks to the District Manager and Board of Supervisors, as needed

Human Resource Responsibilities

- Run payroll bi-weekly
 - Receive timesheets, expense reports, requests for vendor checks on a (biweekly) timeframe
 - Prepare and sign paychecks, expense checks, and vendor checks
- Manage payroll liabilities
- Conduct routine tax reporting (W2, 1099s, etc.)
- Administer employee benefits
- Maintain employee files
- Manage organizational insurances

Supervision:

The Finance Manager will be considered a contractor by Caledonia County NRCD. Work will be done in coordination with the District Manager with supervision by the Board Supervisor Chair and Treasurer. There is a possibility that this could grow into a part-time or even full-time position; entirely dependent on availability of funding, fit with Caledonia County NRCD, and emerging additional job duties.

Desired Skills and Experiences:

- Bachelor's degree in accounting, finance, or related discipline
- Certified Public Accountant (CPA) or similar accounting certification
- Knowledge of nonprofit and government accounting and operations
- Love of and interest in the fields of natural resources conservation, agriculture, and/or non-profit/government management

Additional related opportunity:

Essex County NRCD is hiring for a similar bookkeeping position. Preference will be given to applicants that can serve in both districts. Many of the financial management duties for these positions will overlap.
