

Operations and Finance Coordinator

Shenandoah National Park Trust is dedicated to preserving and enhancing the natural, cultural, and historic resources of Shenandoah National Park. Our goal is to connect communities to this remarkable landscape, fostering a deep sense of stewardship to ensure the park thrives for generations to come.

The Trust is looking for a self-motivated and highly organized professional who is passionate about Public Lands and interested in managing the business side of nonprofit work. As the Operations and Finance Coordinator, you will manage our day-to-day general office operations; manage financial tracking and reporting, and track gifts and gift acknowledgments in our database. This is a full-time position based in Charlottesville.

You will be joining a highly collaborative small team who not only passionate about Public Lands but enjoy working together as well.

Finance Support 40%

- Payroll processing, provide payees with W-9 form; process 1099's at calendar year-end.
- Processing of all accounts payable and receivables transactions; Review ledgers; and accurately enter in QuickBooks
- Review credit card and expense transactions on a timely basis and assist staff with finance processes and procedures.
- Support with the preparation, schedules, and open items requested during the annual independent audit
- Maintain a well-organized electronic filing system for all relevant finance documents and communications.
- Run reports and maintain reporting procedures.
- Liaise with external bookkeepers and financial consultants

Donor Services 40%

- Weekly check deposit and gift entry, draft and send acknowledgements in a timely manner.
- Performs day-to-day database management-efficient data entry, donor record updates, and reporting, ensuring excellent Data Hygiene.
- Maintain consistency in database processes and procedures and train staff accordingly.
- Coordinates Philanthropy team production and mailing project. Pull lists and prepare mail merges for Development and Marketing initiatives.
- Provides accurate donor reports and tracking, including generating queries and contact, daily, weekly, monthly and quarterly reports.
- Monitor, updates and sends pledge reminders.
- Supports the moves management process, providing reports and updating records
- POC of contact for Donors who need to update contact information, etc
- Complete Annual Registration for Charitable Solicitation Registrations by State.

Operations 20%

- Manage all office vendor relationships, IT, budling manager, etc.
- Order and Maintain office, kitchen supplies and office supplies.
- Maintain technology inventory and merchandise inventory
- Renews and updates business insurance
- Works with ED to coordinate annual renewals of health insurance and other benefits
- Works with ED to coordinate employee onboarding and off boarding

- Review emails from info@snpturst.org
- Other duties as assigned.

Qualifications:

- The candidate should be eager to learn and excited to grow in this role.
- 1-3 years combination of education and/or experience
- Self-motivated, proactive, collegial, collaborative, and willing to learn.
- Extremely attentive to details with strong organizational skills and the ability to prioritize multiple requests and projects
- Interest in business operations, both financial and development.
- Familiarity with Excel and Quickbooks, or other accounting software, preferred.
- Basic understanding of financial principles and budget management

Shenandoah National Park Trust is an equal opportunity employer. We are committed to creating a diverse and inclusive work environment that welcomes individuals from all backgrounds and experiences. We encourage candidates who may not meet all the qualifications to apply.

Salary and Benefits: \$40,000-50,000 non-exempt position. + 100% employee healthcare, 401K match, 20 days PTO, paid holidays, hiking, flexible work environment, and a Shenandoah National Park Pass. **To be equitable and transparent we post our salary ranges. We will not go above the salary range posted.**

Location: This position will be based at our Charlottesville HQ office.

To apply: Send your resume and a cover letter to Jlum@snptrust.org. Please note in the subject line of your email: Ops and Fin. Coordinator