

Finance Coordinator
Concord, NH

Title: Finance Coordinator
Reports to: Director of Finance
Supervises: No supervisory responsibilities
Job type: Full-time, exempt



The Northern Forest Center (the Center) is an entrepreneurial nonprofit organization with a mission to create bold possibilities that give rise to vibrant Northern Forest communities. The Center is a regional innovation and investment partner creating rural vibrancy by connecting people and economy to the forested landscape across Maine, New Hampshire, Vermont, and New York. Our programs advance innovative strategies in community revitalization, the forest economy and regional strategy. Please see our [website](#) for more information about our work.

The Center seeks a detail-oriented and highly organized individual to join the Finance & Operations team. This position is based in our Concord, NH office.

Responsibilities

Working closely with and supporting the Director of Finance and Operations Manager, the Finance Coordinator will be responsible for various day-to-day accounting and operations functions of the Center. Specific duties include but are not limited to:

1. Accounting

- Processes a variety of accounting transactions in accordance with organizational procedures
- Maintains accounting files and records
- Prepares monthly and quarterly financial reports
- Supports the budgeting process for the Center and supporting organizations. Prepares budget materials for staff and Board review
- Monitors and reports on property construction budgets

2. Risk Management

- Assists with procurement, tracking expiration and renewal of insurance policies
- Assists with review of vendor contracts, tracking expiration, incurred costs, and required vendor documentation

3. Grant Reporting

- Produces expense documentation for quarterly grant reports
- Reviews travel log and prepares documentation for grant related travel expenses
- Reviews assignment of expenses to appropriate grants as directed
- Assists with preparation of financial grant reports

4. Annual Audit and Tax Processes

- Assists with preparation of 1099 MISC, 1099 NEC, and 1099 INT
- Assists with various audit tasks
- Assists with preparation and review of 990s

5. Rental Operations Support

- Monitors collection of rent, lease expiration and property utility accounts
- Assists Operations Manager with property management oversight
- Prepares quarterly financial reports

Required Skills & Qualifications:

- Prior bookkeeping and/or finance experience

- Expertise in Excel
- Experience with accounting software – Sage Intacct experience highly valued
- Proficiency with Microsoft Office Suite, SharePoint, Adobe Acrobat Pro
- General comfort with software and computers, openness to learning new systems
- Strong written communication
- Inquisitive mind & a desire to improve systems

Desired Skills & Qualifications:

- Familiarity with Asana or similar project management software
- Knowledge of non-profit financial accounting practices

The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Compensation & Benefits

Salary range of \$40,000-\$50,000 commensurate with experience. The Center provides a full benefits package including but not limited to employer-sponsored health insurance, short- & long-term disability coverage, flexible spending and dependent care accounts, SIMPLE IRA with 3% match, 20 paid vacation days, paid holidays in accordance with the Federal holiday schedule, 12 days paid sick days, and a flexible and supportive working environment.

To Apply:

Applications will be accepted until the position is filled. Please submit a cover letter and resume detailing your interest and qualifications to resume@northernforest.org with the subject line "Finance Coordinator Application" No calls, please.

The Northern Forest Center is committed to the principles of diversity, equity and inclusion and is proud to maintain employment practices based upon individual qualifications, merits, and achievements. All decisions to recruit, hire, promote, and release from employment are made without discriminating according to race, color, religion, national origin, gender, sexual orientation, age, marital status, political beliefs or disability.