



Position Details

Title: Finance Coordinator

Team/Program: Finance and Operations

Location: Concord, NH

Employment Type: Full-time; Exempt, 40 hours/week

Reports To: Vice President of Finance

Supervises: None

About the Northern Forest Center

Founded in 1997, the Northern Forest Center works across the 30-million-acre Northern Forest region of New York, Vermont, New Hampshire, and Maine. We advance community economic development and forest stewardship by providing collaborative leadership, innovative ideas, and expertise in program delivery, investment, project management, and public policy. Our work is grounded in strong partnerships with rural communities and a deep commitment to the region's people, land, and future. Learn more at www.northernforest.org.

Position Summary

The Finance Coordinator supports the Center's financial operations, grant management, and administrative compliance functions. Working closely with the Vice President of Finance, Director of Operations & HR, Bookkeeper, Real Estate Asset Manager and program staff, this role ensures accurate financial processing, effective grant reporting, and strong documentation systems. This position is ideal for a detail-oriented, organized, and collaborative professional seeking to contribute to a mission-driven, dynamic, and evolving nonprofit.

Key Responsibilities

Accounting & Financial Processes

- Process accounts payable, accounts receivable, and other accounting transactions in accordance with organizational procedures.
- Maintain accurate financial files, documentation, and audit-ready records.
- Support monthly and quarterly financial reporting, including budget-to-actuals.
- Prepare materials for the annual budget and board financial presentations.
- Coordinate with the Fundraising team to ensure accurate revenue recording.
- Contribute to improvements in Sage Intacct reporting, structures, and workflows.

Grant Management & Reporting

- Support post-award financial compliance for federal, state, and private grants.

- Prepare expense and documentation packets for monthly or quarterly financial reporting.
- Assist with gathering financial data for grant reports.
- Help monitor federal spending relative to budgets and notify staff of discrepancies.
- Maintain documentation for subrecipient monitoring in compliance with federal requirements.

Risk Management & Contract Administration

- Support the Director of Operations & HR in implementing contract and procurement processes.
- Document procurement steps and ensure compliance with internal and federal standards.
- Maintain tracking and documentation for subaward monitoring activities.

Audit & Tax Support

- Assist with annual audit preparation, including document requests and schedules.
- Support preparation and review of 990 for three organizational entities.

Real Estate Operations Support

- Work with the Real Estate Asset Manager to track and report rental income and expenses.
- Assist with financial reporting for buildings in service and contribute to improving property-related reporting from Sage Intacct.

Note: These responsibilities describe the general nature of the role and are not an exhaustive list. Other duties may be assigned as organizational needs evolve.

Required Qualifications

- Strong quantitative, analytical, and data management skills.
- Proficiency in Excel, Microsoft Office Suite, SharePoint, Adobe Acrobat Pro.
- Experience with accounting or database systems.
- Strong written and verbal communication skills.
- Ability to manage multiple deadlines with exceptional attention to detail.
- Comfort with technology and willingness to learn new systems.
- Curiosity and a process-improvement mindset.

Preferred Qualifications

- Familiarity with Sage Intacct.
- Familiarity with Asana or similar project management tools.
- Experience in nonprofit financial accounting.
- Prior bookkeeping or finance experience.

Equivalent combinations of education and experience will be considered.

Competencies & Working Style

- Collaborative and relationship-oriented
- Highly organized and reliable
- Adaptable and comfortable with evolving priorities

- Results-oriented with a learning mindset
- Committed to equity, inclusion, and respectful teamwork

Compensation & Benefits

- Salary Range: \$45,000-\$52,000, commensurate with experience
- Comprehensive benefits package, including:
 - o Employer-sponsored health insurance options with premiums covered 85%-90%
 - o 20 PTO days, 12 sick days and 12 holidays annually
 - o Short- and long-term disability coverage with premiums covered 100%
 - o Flexible spending and dependent care accounts
 - o SIMPLE IRA with 3% employer match
 - o Voluntary life and dental insurance
 - o Flexible and supportive work environment

How To Apply. Please submit a resume and cover letter describing your interest and qualifications to resume@northernforest.org with the subject line: "Finance Coordinator Application." **Applications will be reviewed on a rolling basis and the position will remain open until filled.**

The Northern Forest Center is an equal opportunity employer and is committed to building a diverse and inclusive team. We make employment decisions based on qualifications, merit, and organizational needs, without regard to race, color, religion, national origin, gender identity or expression, sexual orientation, age, disability, marital status, political beliefs, or veteran status.