NORTHEAST
WILDERNESS
TRUST

Conserving Forever-Wild Landscapes for Nature and People

www.newildernesstrust.org • info@newildernesstrust.org • 802.224.1000
17 State Street, Suite 302 • Montpelier, VT 05602

Position: Finance Manager
Reports to: Vice President of Operations
Supervises: N/A
Position Type: Full-time salaried/exempt
Location: This position is based in Montpelier, VT, and follows a hybrid schedule requiring in-person collaboration at least three days per week
Compensation: $70,000 - $78,000 annually; compensation is based on experience, expertise, and fit for the role

Northeast Wilderness Trust's (the Organization) mission is to conserve forever-wild landscapes for Nature and people. We safeguard over 118,000 wild acres across New York, Vermont, New Hampshire, Maine, Massachusetts, and Connecticut. Northeast Wilderness Trust is the only regional land trust focused exclusively on rewilding through forever-wild conservation. We believe in the immense value of wilderness, both for its intrinsic value and for its unique role to reverse the biodiversity crisis, mitigate climate change, and provide solace to the human spirit.

The Finance Manager is responsible for a variety of professional-level accounting duties including bookkeeping; recording and reconciliation of financial transactions, statements of records, and schedules; and preparing quarterly reports. The Finance Manager tracks and reports program and land conservation budgets, manages the annual audit, and year-end closings for a mission-focused nonprofit with a $4M operating budget. The Finance Manager plays a critical role in maintaining the accuracy of the Organization's financial systems and reporting.

The Finance Manager will:

Financial Management, Accounting, Reporting, and Compliance

- Maintain all accounting and financial records according to GAAP, safeguarding assets and presenting timely and accurate financial statements.
- Process accounts payable and receivable in Fund EZ, the accounting software— obtain necessary approvals and track invoices and expenses, process vendor payments, receive funds, and ensure all payables and receivables to appropriate accounts.
- Process payroll in the accounting software.
- Complete month-end and year-end reconciliations.
- Coordinate W-4s and report 1099s for vendors.
- Maintain all schedules including prepaids, investment, property value, and net assets among others.
- Manage expenses on land conservation project budgets as part of a team.
- Execute financial activities related to land acquisition closings, capitalization, impairment, and tax requirements.

- Communicate accurately regarding the receipt of funds and associated allocations and restrictions.
- Provide support in preparing annual operating and maintaining capital and program budgets.
- Support the annual audit by preparing related reports and schedules and work closely with the auditors to prepare accurate financial statements.
- Respond to requests for financial information and related inquiries from staff, auditors, and vendors.
- Work with program staff to prepare grant budgets, financial reports, and other funding proposals.
- Prepare and provide regular financial reports to the VP of Operations, Board of Directors, Finance Committee, and staff as required.
- Adhere to all financial policies and procedures, and internal controls that ensure compliance with accounting standards, nonprofit regulations, and finance procedure.

External Partnerships and Collaboration

- Manage professional and transparent relationships with vendors, contractors, other land trusts, and auditors among others.
- Represent the Organization at meetings and conferences, promote the protection of wilderness, and build awareness of the Organization.

Organizational and Other

- Uphold the Organization's First Principles and Staff Values.
- Adhere to all organizational and Program policies and procedures.
- Adhere to LTA Standards and Practices.
- Faithfully represent the Organization's mission and values externally.
- Participate in Program, Sphere, and other assigned meetings.
- Participate in quarterly in-person staff meetings held in Montpelier, VT.
- Carry out other responsibilities as needed and directed.

What You Will Bring:

- A Bachelor's degree or equivalent in Finance, Accounting, Business Administration, or another related field.
- A minimum of five (5) years of non-profit accounting experience is required, experience in the conservation sector is a plus.
- Experience with fund accounting required.
- An impeccable attention to detail and follow up.
- A passionate commitment to wilderness and biodiversity conservation.
- A desire to help build a durable institution.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills to work effectively with staff and external vendors.
- Exceptional organizational and time management skills.
- Ability to thrive in a fast-paced and team-oriented office environment.
- Ability to manage multiple projects simultaneously.
- Creativity and attention to detail/ability to write and edit content.
- Proficiency in Microsoft Office.
- Adaptability and openness to evolving job description as the Organization grows.
- Willingness to work outside of position's prime focus and collaborate with staff on other organizational priorities.

Benefits:
Northeast Wilderness Trust offers competitive and progressive benefits including:

Comprehensive Health Coverage

- 100% health insurance coverage to employees plus 81% of two-person/75% of family coverage.
- Shared cost dental and vision insurance.

Generous Vacation Time

- 31 days of combined time off annually, plus health leave.

Other Benefits

- 401k retirement plan with 5% employer match after six months.
- Employer-paid Life Insurance of $50,000.
- Parental Leave: Twelve weeks paid after one year of service; option for an additional eight weeks part-time work; all with full benefits.
- Sabbatical Leave: Opportunity to earn up to a two-month paid sabbatical, with possibility to extend to three months, every seven years of employment.

How to Apply:

Interested candidates should submit a cover letter and resume with three professional references, including one supervisor reference to the extent possible, as a single combined PDF to jobs@newildernesstrust.org with the subject "Finance Manager." Application deadline is November 25, 2026 with review and interviews happening on a rolling basis.

Northeast Wilderness Trust is an Equal Opportunity Employer and is committed to a just and equitable world and workplace*. We recognize that diverse teams make the strongest teams and we encourage people from all backgrounds to apply.*