POSITION DESCRIPTION

Position Title: Accounting Manager
Reports to: Finance Director
Supervises: N/A
Job Type and Status: Manager, Full-Time, Exempt
Salary Range: $60,000 - $69,000

POSITION SUMMARY

The Accounting Manager supports Greenbelt Land Trust's financial operations by overseeing full-cycle Accounts Payable and Accounts Receivable, reviewing monthly credit card statements, maintaining accurate records, preparing grant invoices and reports, and providing timely financial information to the Finance Director. Working with colleagues across the organization, the Accounting Manager helps ensure financial data is accurate, complete, and useful for sound decision-making. This role strengthens internal controls, supports grant compliance, and advances responsible stewardship of organizational resources. All Greenbelt staff participate in advancing equity, diversity, and inclusion in daily operations and program governance.

WHO YOU ARE

The ideal candidate would be/have:

- A demonstrated commitment to diversity, equity, and inclusion.
- Strong attention to detail, analytical judgment, a commitment to accuracy, and a love of procedures.
- A clear, collaborative communicator who can explain financial information to colleagues with varying levels of accounting expertise.
- Proactive, service-oriented, and solutions-focused.
- Discreet and able to protect confidential financial, donor, and employee information.
- Accountable to goals, deadlines, and detailed work plans.
- Passion for land conservation and interest in land trusts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Accounts Receivable, Grant Invoicing, and Revenue Processing (50%)

- Review grant and contract applications, awards, and budgets to ensure proper recording of revenue
  Prepare and submit customer invoices for grants, contracts, and donations, monitor outstanding balances, and support collection activity.
- Ensure procurement procedures for grant-funded projects are followed.
- Maintain copies of all invoicing records per our document retention policy.

- Import constituent and transaction data from the donor database into the accounting system and support reconciliation between the systems.
- Prepare and coordinate deposit activities.

Accounts Payable and Credit Cards (30%)

- Review invoices and supporting documentation, confirm approvals and account coding, process payments each week, and maintain vendor records.
- Administer organizational credit-card activity, collect receipts and approvals, verify coding, and follow up on exceptions.
- Maintain organized records and follow established accounting policies, internal controls, and document-retention practices.
- Respond to staff questions regarding payment and expense coding.

Grant Reporting (10%)

- Provide financial grant administration, including federal and state grants, with finance reporting requirements.
- Work with staff to ensure all grants are recorded properly by expenditure category, and that all grant monies are spent in accordance with grantors guidelines.
- Responsible for ensuring consistency between grant tracking system and accounting database.

Financial Analysis and Accounting Support (10%)

- Prepare reports, schedules, and ad hoc analyses for all departments.
- Provide clear, reliable information to support annual budgeting, forecasting, compliance, and organizational decision-making.
- Support month-end and year-end close activities, including journal entries, schedules, and annual audit preparation.
- Perform other duties as assigned by the Finance Director.

SKILLS, KNOWLEDGE, AND EXPERIENCE REQUIRED

- Associate or bachelor's degree in accounting, finance, business administration, or a related field, or an equivalent combination of education and relevant experience.
- Three years of experience with accounts receivable, accounts payable, and general-ledger accounting in accordance with Generally Accepted Accounting Principles (GAAP).
- Spreadsheet skills, including pivot tables, and experience working with accounting software.
- Ability to manage recurring deadlines, protect confidential information, communicate clearly, and collaborate with colleagues who have varying levels of financial expertise.

Desired, but not required:

- Experience in a nonprofit organization
- Experience with grant funding and contract administration, preferably including governmental sources.

WORKING CONDITIONS

- This position shares a physical office with at least 1-2 other people – comfort working in a shared office environment.
- This position is expected to be in-person at Greenbelt's office in Corvallis, Oregon
- This role includes extended computer-based work and detailed financial-data management.
- Requires managing multiple priorities, recurring deadlines, and periods of concentrated work.
- Grant, audit, month-end, and year-end cycles may increase workload – ability to occasionally work evenings, early mornings, or weekends during critical these critical periods

COMPENSATION

Salary range is $60,000 - $69,000

We believe great benefits make work better: Greenbelt Land Trust provides a group health plan, dental, vision, long-term disability benefits, retirement, longevity leave, eleven floating holidays, and 16-hours per month accrued Paid Time Off. Greenbelt invests in employees' professional development and personal growth.

Greenbelt Land Trust is an equal opportunity employer. We believe that a diverse staff of qualified, highly skilled, and creative individuals is necessary to achieve the vision and mission of the organization. Individuals who identify as Black, Indigenous, Latinx, Asian, Pacific Islander, or other People of Color, people who are queer, trans, non-binary, people with disabilities, people who are immigrants, people from poor and working-class backgrounds, and people who are/have been system-impacted are strongly encouraged to apply.

ABOUT GREENBELT LAND TRUST

Greenbelt's vision is for **a thriving, healthy environment for all** and our work is oriented around three strategic areas: climate resilience, community wellbeing, and social justice. We believe that by protecting and taking care of the lands and waters of the Willamette Valley, we will all be better off. Our air and water will be cleaner, our fish and wildlife more abundant, our working lands more productive, and our communities and families will be healthier. That's the vision that we've been making a reality for 37 years in the Willamette Valley: We have permanently protected 6,000 acres of native prairies, forests, floodplain habitats, trails and working lands.

Greenbelt is committed to being adaptive and embraces change as a core value. We appreciate that the land, waters, and people of the Willamette Valley are changing, and that success hinges on our ability to be poised to change as well (read Greenbelt's current Strategic Framework).

Our Values: Values are the tenets that guide our work towards our conservation mission and vision.

- Build relationships with humility
- Embrace change
- Seek root causes
- Be fearless changemakers
- Welcome constructive conflict

Our vision of a thriving, healthy environment for all is inextricably linked to our commitment to diversity, equity, inclusion and justice. We are in this for the long haul, and understand that for meaningful transformation, we must be steadfast, patient, and willing to make mistakes.
Greenbelt Land Trust is an accredited land trust. We are honored to have been listed within the top 100 Best Nonprofits to work for in Oregon.

HOW TO APPLY

With “Accounting Manager” in the subject line, email a cover letter, resume, and contact information for three references (at least two from professional colleagues). At least one of your references should include an individual that directly supervised you. Your cover letter should clearly explain how your skills, experience, and interests fit this position, especially regarding your commitment to Greenbelt’s mission and to your demonstrated cultural competence with people of diverse races, ages, genders, abilities and economic backgrounds.

Send to: jobs@greenbeltlandtrust.org (applications are only accepted electronically).

Application review will begin November 30th, 2026. This position will remain open until filled.

If selected for an interview, applicants are paid for their time.