TUG HILL TOMORROW LAND TRUST

Manager of Administration & Finance

Watertown, New York | Full-time, on-site | $50,000 annually

Tug Hill Tomorrow Land Trust is seeking a Manager of Administration & Finance to strengthen the financial, administrative, and operational systems that support our conservation mission.

Working closely with the Executive Director, Treasurer, staff, and external accounting professionals, this position oversees day-to-day bookkeeping, financial reporting, grant administration, office operations, and organizational recordkeeping. The role is central to keeping a small, mission-driven organization running smoothly as our conservation work continues to grow.

Financial Administration & Bookkeeping

Oversee day-to-day bookkeeping, account reconciliations, and accurate financial records in QuickBooks, including tracking of restricted funds and project accounts.

Prepare monthly financial reports and support budgeting, annual audit preparation, and coordination with external accounting professionals and board leadership.

Grant, Fundraising & Membership Administration

Track grant budgets, expenditures, reimbursement requests, and supporting documentation for restricted grants and contributions.

Support fundraising and membership administration by maintaining donor and membership records, processing contributions, and coordinating donor acknowledgments.

Office Administration & Operations

Serve as a welcoming, reliable point of contact for the office, including phone calls, public inquiries, correspondence, and day-to-day coordination.

Help coordinate schedules, internal workflows, and information sharing. Maintain organized digital and physical records that preserve institutional knowledge and support staff and board activities.

Payroll, Benefits & Human Resources Support

Assist with payroll processing and employee benefits administration. Maintain confidential personnel records and related documentation in accordance with organizational policies.

Compliance, Systems & Accreditation

Support adherence to financial and organizational policies, record retention requirements, and the documentation needed for Land Trust Alliance accreditation.

Help maintain and improve office technology, software platforms, and internal administrative systems, coordinating technical support when needed.

Working at Tug Hill Tomorrow Land Trust

We are a small team with a big love for the places we protect and the communities we serve. This position helps make that work possible behind the scenes, bringing order, reliability, and care to the systems our colleagues, landowners, and supporters rely on.

With 35 years of conservation work behind us, we are a small organization with a broad mission. We value adaptability, initiative, and a willingness to pitch in wherever needed. We are committed to the Land Trust Standards and Practices and encourage professional growth through learning and connections across the land trust community.

Qualifications

Experience in nonprofit administration, finance, bookkeeping, or organizational operations, with strong attention to detail and the ability to handle confidential information responsibly.

Experience using QuickBooks and managing financial records. Familiarity with restricted funds, grant administration, and nonprofit reporting is highly desirable.

Strong organizational, communication, and problem-solving skills; the ability to juggle competing priorities, work independently, and collaborate with staff, board members, and external partners.

Comfort using office software, databases, and digital filing systems, along with a willingness to learn new systems and improve processes. Interest in conservation and mission-driven work is important.

Compensation & Benefits

This full-time position offers an annual salary of $50,000, employer-supported health insurance, retirement benefits with an organizational contribution, paid time off, paid holidays, and opportunities for professional development.

This is a full-time, on-site position based at our Watertown office. The position is currently designated as exempt.

About Tug Hill Tomorrow Land Trust

Tug Hill Tomorrow Land Trust is a nonprofit conservation organization serving the Tug Hill region and surrounding communities. We work with landowners and communities to protect working farms and forests, wildlife habitat, clean water, outdoor recreation, and the natural heritage of the region. Our office is located at Zoo New York in Watertown.

Equal Employment Opportunity

Tug Hill Tomorrow Land Trust is committed to a welcoming and inclusive workplace. We encourage candidates with varied backgrounds and experiences to apply and are committed to fair and equitable hiring practices.