About NTLN

The National Trust for Local News conserves, transforms, and sustains community news organizations. Our mission is to keep local news in local hands by providing scaled operating capacity paired with local governance. Our transformation strategies are designed to ensure established, trusted news organizations thrive and remain deeply grounded in their communities.

Why work with us?

- **We love what we do!** Local news is vital to our country and we want to support thriving communities.
- **We like working together!** Our colleagues are caring people from a range of backgrounds who enjoy learning about each other.
- **We’re growing!** The Trust is in a critical, early stage of development in which we are building our proof of concept and putting in place the processes and resources necessary to scale our impact. We are a small, committed and entrepreneurial team looking for someone who is comfortable working on details as well as strategy in a fast paced, distributed and virtual work environment.
- **Our core values are meaningful:** We strive for equity, transparency, accountability, and humility. While the urgency of our mission creates a bias to action, we are careful, thoughtful and flexible. We understand that this is ‘long haul’ work that is best supported by an environment of trust, mutual respect and work-life balance.

Overview of the Role:

The National Trust for Local News is excited to hire a full-time **Finance and Operations Manager**. This is a remote role that has significant responsibilities in building and stewarding the core infrastructure that supports the Trust's work.

The Finance and Operations Manager is responsible for working closely with the Trust's outsourced accountants, ensuring HR and administrative compliance, managing core technologies, and partnering with the CFO to ensure excellence in the support functions of the Trust. The ideal candidate has strong attention to detail, bookkeeping or accounting experience, facility with technology, enjoys supporting impact-driven work, and superb communication skills.
Main Responsibilities:

Accounting and Financial Management (50%):
- Be the primary point of contact with the Trust’s outsourced accountants; communicate monthly and annual financial statements; collate financial reporting materials for all donor segments; and support all financial, project/program and grants accounting.
- Review and ensure the accuracy and timeliness of all expense reports; be the main point person for our expense reporting system and process.
- Be responsible for the accuracy and timeliness of all accounts payable and accounts receivable; be the main point person for our expense reporting system and process.
- Coordinate and support the annual audit process, liaise with external accountants and auditors; support the CFO and the Board of Directors; assess any changes necessary.
- Support the CFO for the Trust’s annual budgeting and planning process in conjunction with the CEO; administer and review all financial plans and budgets; monitor progress and changes; and keep the senior leadership team abreast of the organization’s financial status.
- Support the CFO for organizational cash flow management and forecasting.
- Support financial compliance for all grant agreements by building and maintaining systems and processes; track grant expenditures; provide timely and accurate grant reports.
- Implement systems and processes to track and manage all vendor contracts; ensure that the contract billing and collection schedule is adhered to.
- Update all necessary business policies and accounting practices; improve the finance department’s policy and procedure manual.
- Support the CFO to effectively communicate critical financial matters to the Board.

Human Resources Administration (20%):
- Be the point for the Trust’s co-employer/PEO; ensure administrative and legal compliance.
- Support the CFO to further develop the Trust’s human resources and administration and personnel-related policies; ensure the smooth functioning of the Trust’s talent processes, including supporting performance evaluation, training, and recruiting processes.
- Support the CFO and leadership team in building an exciting, engaging, diverse workplace that fulfills our values around diversity, equity, inclusion, and belonging.
- Establish and manage training programs to educate employees regarding staff tools, policies, and procedures.

Operations Management (30%):
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization grows.
- Ensure all Trust files are appropriately and securely organized.
- Administer user-end technology, such as signing up new employees and vendors for appropriate services; train new users; help users troubleshoot technology issues; and remove access as needed.
- Support on other projects and ongoing responsibilities as needed.
Qualifications/Skills:

Diversity is critical to our work and our values. We are excited to do impactful and effective work with colleagues from various backgrounds, especially people from groups that have been historically marginalized in our society and in workplaces. We strongly encourage people from underrepresented groups to apply to this position.

- Excellent knowledge of nonprofit accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)
- Proficiency in Microsoft Excel and Quickbooks Online; Expensify and Bill.com is a plus
- Experience with human resources administration and operational technology
- Strong attention to detail, deadline-oriented, time management
- Data entry management and analytical skills
- Great written and oral communication skills
- Ability to work consistent hours; physical ability to sit at computer and to keyboard/make software entries
- Not required but helpful: BSc in Accounting, Finance or relevant degree; additional certification (CPA or CMA) is a plus
- Candidates should be able to thrive in ambiguity and complexity, and be excited by working independently and with a close-knit team
- Home office or access to dedicated space with good internet for video calls

Compensation

- The salary range for this role is $80,000 - $90,000, depending on experience.
- All employees have access to subsidized health, dental, and vision insurance.
- NTLN has an open paid-time off policy for all salaried employees. We also have 10 paid federal holidays and up to 8 paid days for the end of the year.
- NTLN may provide a home office setup stipend and up to $1,500 for professional development annually.

The ideal start date for this role is February, 2023.

To apply, please [click here].

The National Trust for Local News is an Equal Opportunity/Affirmative Action Employer committed to sustaining a culturally and ethnically diverse working environment and to principles that promote inclusive practices. All qualified applicants receive consideration for employment without regard to race, color, creed, ancestry, national origin, religion, sex, age, marital status, domestic partner status, pregnancy, caregiver status, gender stereotyping, sexual orientation, gender identity, genetic information, AIDS/HIV status, handicap or disability, or status as a Vietnam era or special disabled veteran, or any other legally protected category. The organization will provide reasonable accommodation for individuals protected by Section 503 of Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and Title I of the Americans with Disabilities Act of 1990.

Applicants requiring accommodation in the job application process should contact Jared Leiderman at jared@ntln.org

The National Trust for Local News is hiring a Finance and Operations Manager