

Finance & Administration Manager ***Job Description***

Join Our Team

The New Mexico Land Conservancy (NMLC) is a non-profit land trust based in Santa Fe, New Mexico, dedicated to helping people conserve the land they love. NMLC is one of the leaders in land conservation in the Southwest and, since 2002, has protected more than 860,000 acres of high conservation value land throughout New Mexico and Arizona. NMLC's long-term goal is to protect one million acres of high conservation-value lands throughout New Mexico, with a specific emphasis on significant wildlife habitat, productive agricultural lands, water and other natural resources, cultural and historic sites, scenic open space, and recreational lands.

NMLC achieves its conservation goals by: 1) using conservation easements, land acquisition and other voluntary land protection methods that respect both land and private property rights; 2) educating landowners, other organizations, public policy makers and the public about land conservation; and 3) promoting policy and legislation to further voluntary land conservation and enhance related benefits.

NMLC is dedicated to the highest quality work and operates as a learning organization with a work culture based on consensus, collaboration and teamwork. NMLC offers competitive compensation, excellent benefits, a flexible work environment and professional development opportunities.



Petchesky Conservation Center, NMLC's headquarters

Position Summary

NMLC seeks a positive, motivated and self-starting individual to manage its finances, administration, and operations; to help run an efficient, smooth and effective office and facility; and to support other organizational development and administrative activities as needed. This position reports to the Executive Director and works closely with other staff and professional service providers.

Finance Management (60%)

The Finance & Administration Manager serves as the primary financial steward of the organization, working closely with contracted accountants, the Executive Director, and the Board's Finance Committee.

- Serve as the primary point of contact for all financial matters.
- Perform all accounts payable & receivable functions and maintain general ledger. Work with third-party accounting firm to conduct real-time cost allocation and ensure transactions are given appropriate classification for proper reporting.
- Coordinate with contracted accountants to prepare financial reports in a timely manner, provide other ad-hoc reports as requested.
- Manage operating, stewardship, reserve and loan accounts.
- Prepare Annual Operating Budget in coordination with Executive Director.
- Coordinate annual audit process and provide information to auditors in a timely manner.
- Work with contract accountants to prepare and submit annual tax return (Form 990).
- Schedule and coordinate periodic Finance Committee meetings.
- Process payroll and other tax compliance.
- Monitor cash flow and flag concerns to the Executive Director.
- Ensure compliance with grant requirements; track spending of restricted funds; provide financial data for grant reports, annual reports, and informational materials.

Administration & Human Resources (25%)

The Finance & Administration Manager is responsible for the administrative infrastructure of the organization, including HR processes, compliance, IT coordination, records management, and Board support.

General Administrative

- Provide support for Board meetings: prepare and distribute Board packets prior to meetings, arrange video/in-person meeting logistics, and assist with other coordination.
- Keep a yearly calendar of important dates, including Board meetings, tax filing deadlines, Certificate of Good Standing renewal with the State of New Mexico, and grant deadlines as instructed.
- Maintain IT and technical support coordination with professional service providers.

- Keep organizational electronic and hard files current and organized, including meeting minutes, legal and administrative paperwork, financial receipts, and bank statements.
- Manage incoming and outgoing mail and shipping.
- Coordinate ordering, pickup, and delivery of supplies.
- Oversee annual insurance renewals and provide reporting for the annual workers' compensation insurance audit.
- Prepare and file compliance reports; maintain required licenses.
- Fulfill other administrative and operational functions as needed.

Human Resources

- Manage all paperwork, filings, computer access, benefits enrollment, and payroll setup for employee hires and terminations.
- Create recruitment plans, including drafting and posting job notices, processing inquiries, and scheduling interviews.
- Manage new employee orientations and onboarding.
- Track employee PTO, retirement contributions, and health/dental benefits.
- Educate and assist employees on policies, benefits, and organizational practices.
- Review, update, and monitor adherence to personnel policies and procedures, including the Employee Manual.

Facilities Management—Petchesky Conservation Center (15%)

The Petchesky Conservation Center is a converted ranch house that serves as NMLC's office and event space. Facilities responsibilities go beyond standard office upkeep and include oversight of property maintenance.

- Serve as primary point of contact for building and property maintenance; coordinate with vendors and contractors for repairs, inspections, and upkeep.
- Manage the biweekly cleaning service; define scope of work and coordinate scheduling.
- Coordinate seasonal property maintenance, including outdoor tasks such as installation and removal of the patio sunshade and management of invasive vegetation (e.g., coordination of contracted services including, where applicable, unconventional methods such as livestock grazing).
- Manage the office printer/copier service contract and coordinate repairs or supply replenishment.
- Coordinate shredding and document destruction services.
- Maintain day-to-day cleanliness and functionality of the shared office space, including kitchen upkeep, laundering of shared linens, waste and recycling management, supply stocking, and timely response to incidental facility issues such as pest situations, minor spills, or equipment failures.
- Coordinate with the Development & Outreach Manager and other staff to support events held at the Petchesky Center, including setup, breakdown, catering logistics, and management of facility use requests from Board members or external parties

Qualifications:

Required

- 3+ years of accounting or financial management experience; familiarity with GAAP and non-profit accounting preferred.
- Associates degree in accounting or related field, Bachelor's degree preferred.
- Strong technical and computer skills and experience, including demonstrated proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook); experience with Quickbooks Online preferred.
- Ability to work independently and manage multiple priorities in a small-team environment.
- Strong interpersonal and communication skills; ability to work calmly and professionally with staff, Board members, vendors, and the public.
- Valid driver's license.
- Interest in conservation and the mission of NMLC.

Preferred

- Experience working for a land trust or conservation organization
- Familiarity with federal and state government accounting and auditing requirements; experience with federal billing.
- Some supervisory experience with staff or contractors.
- Comfort working in a non-traditional office environment (converted ranch house with associated property responsibilities).

Compensation & Benefits

- Based on a 40-hour week, the starting salary for this position is \$65,000-\$75,000 annually, depending on experience.
- Medical, dental, vision, & flexible spending account
- SIMPLE IRA plan with employer contribution
- 13 paid holidays, plus 3 weeks paid personal time off annually
- Direct expenses are reimbursed in accordance with IRS regulations.
- Hybrid/remote work options available
- Flexible work schedule with opportunity to work part-time under certain circumstances for the right candidate

The New Mexico Land Conservancy is an equal opportunity employer.

Applications will be accepted and reviewed on a rolling basis; with priority given to applications received by **August 16, 2026**. To be considered in the first pool of applicants, please email letter of interest, current resume, and three references combined into a single PDF document to: admin@nmlandconservancy.org with your name and Finance and Administration Manager Recruitment in the subject line.