



Finance and Gifts Entry Associate

SELT – Southeast Land Trust of New Hampshire

Position Description

Position Type: Full-Time

Reports To: Director of Finance and Operations

About SELT

SELT protects and sustains the significant lands in our communities for clean water, outdoor recreation, fresh food, wildlife, and healthy forests. Founded in 1980, SELT has partnered with landowners and communities throughout our 52-community region to conserve nearly 30,000 acres of land through conservation easements and fee ownerships. These lands include more than 12,000 acres owned by SELT with 70+ miles of woods roads and trails, all open for public recreation. SELT has active programs in land conservation, easement stewardship, land management, community outreach, and nature-based education. SELT is accredited by the Land Trust Accreditation Commission.

SELT's offices are located at the beautiful, net-zero Nan and George Mathey Center for People and Nature, located on the 237-acre Burley Farms in Epping, NH, and part of a conserved block of land along the Wild and Scenic Lamprey River that is more than 500 acres. Staff have access to miles of trails for hiking, birdwatching, and more.

Position Summary

The Finance and Gifts Entry Associate is a key position at SELT serving all programmatic functions. This position is primarily responsible for maintaining accurate day-to-day accounting records and recording donations received. This position serves a detailed-oriented and important function to ensure the financial close takes place on time and our donor relations team has the information it needs to conduct advancement activities. The person in this role will be a good collaborator who is focused, analytical, and organized.

Essential Duties and Responsibilities

1. Bookkeeping and Finance

- Records financial transactions including accounts payable, accounts receivable, bank transactions, and journal entries
- Enters debits and credits through journal entries for items like prepaid expenses and credit memos
- Prepares financial reports for the Director of Finance and Operations, Executive Director, Leadership Team, Finance Committee, and Board of Directors
- Manages vendor records including gathering W9 forms and preparing annual 1099s
- Shepherds account payable bills through the approval flow ensuring they are paid on time
- Records accounts receivable for grants, pledges, and other funds to be received in both accounting and donor systems

- Converses with vendors, donors, or grantors regarding accounts, as needed
- Coordinates credit card expense coding and uploads it into the accounting system
- Supports the organization's use of stringent financial controls and maintains accurate records
- Supports the Director of Finance and Operations with audit schedule preparation, budget preparation, and additional analyses as needed

2. Gifts Entry

- Accurately enters donations received online, by check, in cash, through stock gifts, grants, pledges, and other sources into Salesforce (Non-profit Service Pack)
- Maintains accurate donor records by updating donor contact and account information regularly
- Ensures accuracy between accounting systems (Sage Intacct) and database (Salesforce) on a regular basis for smooth reporting and up to date donor information; coordinates updates between both systems; potential to work on or lead a long-term project to increase automation between the two systems
- Communicates major donations to advancement team as they come in
- Prepares donor acknowledgements such as emails to donors and written thank you letters, ensuring all donors are treated with the utmost care and appreciation
- Supports advancement staff with donor reports, mailing list preparation, and other items as needed

3. Operations Support

- Supports monthly payroll preparation, benefits administration, and other financially-adjacent operational items, as needed
- Conducts other tasks related to insurance and organization risk management, as requested
- Supports projects led by the Operations team to improve communication, efficiency, and effectiveness across the organization
- Provides back-up front desk coverage; includes taking phone calls and talking with the public, processing mail and managing routine office administration tasks (occasional)
- Attends SELT events and provides support to event staff as needed (occasional nights or weekends)
- Other duties, as requested

Required Qualifications and Skills

Education and Experience:

- Associate's degree in finance, accounting, business administration, or a related field is desired but not required if the candidate has a minimum of 2 years financial, operational, or donor experience
- Proven experience working independently in an office environment
- Non-profit experience desired, but not required

Skills and Competencies:

- Accounting and bookkeeping skills required, familiarity with non-profit accounting standards (GAAP) preferred
- Ability to follow a flow chart or set of written criteria to determine the proper categorization of each donation which SELT receive

- Ability to read financial statements, preference for those with experience in nonprofits
 - Data entry skills with high attention to detail
 - Proficiency with Microsoft Excel required
 - Experience with donor database, accounting system or other financial software is required; Experience with Salesforce or Sage Intacct preferred
 - Project management skills and ability to prioritize tasks
 - Good communication skills both verbal and written
 - Commitment to SELT's mission and values, including a passion for land conservation and stewardship
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Compensation & Benefits

Competitive salary commensurate with level of directly relevant experience, with a starting range of \$48,000 to \$58,000. Benefits package includes health insurance plan; long-term and short-term disability insurance; NH paid family and medical leave; employee match to 403(b)(7) retirement plan; and paid vacation, sick time, and holidays. Free solar-powered EV charging is available on site for SELT employees.

Working Conditions & Physical Demands

Work is performed in a normal office environment and is not subject to extremes of noise, temperature, odor, etc. The person in this position operates computers, printers, photocopiers, and basic office equipment. Work requires repetitive motion in the use of computer, keyboard, and mouse. Occasional travel is required, with select night meetings and weekend assignments. This role is primarily in-person but the candidate may work one day a week remotely.

To Apply

SELT will begin reviewing applications on December 4, 2025. Applications will be reviewed on a rolling basis until the position is filled. Please email a resume and cover letter (both in PDF format) to Alina Michelewicz, Director of Finance and Operations at careers@seltnh.org with "Finance and Gifts Entry Associate" and your name in the subject line.

The Southeast Land Trust of New Hampshire is an Equal Opportunity Employer.

We are committed to creating a welcoming environment for our employees and are actively engaged in ensuring our properties, activities, and events are inviting to all.