

Superior Hiking Trail Association

Administrator

Position Announcement



The Association

The Superior Hiking Trail Association protects, renews, and enhances the Superior Hiking Trail, and we've been focused on these efforts for over 37 years. We believe the Trail is a resource for everyone. Our staff works to improve the experience on the Trail and strive to connect the aspirations of those who use the Trail with those who care for the land. We are leading the charge by harnessing the power of volunteers, supporters, partners and trail users to break down barriers, engage participants, and create deeper relationships between people and nature. We do this for many reasons, but most importantly – to protect our natural landscape and preserve it so it can be enjoyed for generations to come.

Headquartered in Two Harbors, Minnesota, the Superior Hiking Trail Association manages, maintains and promotes over 300 miles of trail, 94 primitive campsites and over 60 trailheads. Our talented team is made up of four full-time and two part-time employees, 15-member Board of Directors, a handful of seasonal-contractors and hundreds of passionate volunteers that keep it all going.

To learn about what we do: <https://superiorhiking.org/about-the-association/>

Position Summary

The Administrator position is the perfect opportunity for an energetic individual who not only understands the principles of accounting but is passionate about working in a nonprofit setting that provides meaningful benefits to the communities along the North Shore.

Working closely with a team of passionate outdoor professionals, the Administrator of the SHTA will provide daily bookkeeping support and financial management for a small but stable nonprofit. They will also assure the fiscal practices of the organization align with national best practices and help the organization as it strives to meet the changing trends in nonprofit financial management.

Primary Responsibilities and Qualifications

Responsibilities include, but are not limited to:

Financial

- Prepare cash receipts reports on a daily basis.
- Prepare bank deposits.
- Pay bills by allocating a proper account and preparing for signature.
- Enter all sales from Shopify and wholesale customers and manage their payments.
- Record all credits and debits in a check register and balance monthly.
- Maintain on-line payment processing accounts (SalesForce, Click & Pledge, etc.)
- Prepare payroll semi-weekly; pay payroll taxes, retirement fund contributions, sales taxes.
- Oversee payment of and financial records for contractors.
- Assist the Executive director and the finance committee of the board to prepare and monitor the annual budget, including preparing cash flow analysis.
- Prepare monthly financial reports for the Board of Directors
- Assist in preparing annual audit and tax return (Form 990) with auditor.
- Prepare regular sales tax, payroll and year-end reports.
- Manage the finances of SHTA's Trail Store (on-site retail store), and online retail and wholesale sales.
- Track grant expenses and revenue within the accounting system and use them to prepare grant reporting and reimbursement.

Administration

- Maintain and update organization's financial systems and processes.
- Coordinate the organization's employee benefits program (retirement, health and other insurance).
- Oversee various SHTA insurance policies (D&O, liability, workers comp) to ensure payment of premiums and to ensure policies meet the needs of the organization.
- Assist the Executive Director and board finance committee in developing internal controls policies for the organization.
- Be the primary contact for SHTA office operations suppliers (e.g. IT, insurance, U.S. Postal Service).
-

Other responsibilities

- Prepare and present financial reports to the board finance committee quarterly.
- Uphold the organization's commitment to Equity, Diversity, and Inclusion in all operations.
- Assist with grant management as needed.
- Support Trail Store operations as needed.

- Implement the SHTA's current Strategic Plan, and assist with development of future strategic plans and related annual work plans.
- Assist, when needed, in other organizational functions: event preparation and attendance.

Required Qualifications

- A bachelor's degree in accounting or business, or comparable work experience.
- Proficient in QuickBooks and Microsoft Excel.
- Experience with payroll, payroll tax, and reporting.
- Self directed and able to work independently with minimal oversight.
- Ability to reconcile financials to all inside and outside reporting.
- Problem solver and solution designer.
- Detailed and team oriented.

Desired Qualifications

- Personally motivated to integrate equity best practices into SHTA's operations.
- Previous professional experience with Principles and Practices of Nonprofit Finance Accounting.
- An understanding of the Superior Hiking Trail.
- Experience with and strong interest in some form of silent sports (e.g. hiking, biking, skiing, running) or the outdoor recreation economy.

Schedule

This is a 30-hour a week position located at Superior Hiking Trail Association's Two Harbors, Minnesota location. Infrequent regional travel required.

The position is required to complete work hours during typical business hours (8-5 PM), Monday through Friday, with some flexibility. Infrequent evening and weekend hours may be necessary for meetings and events.

Compensation and Benefits

Salary dependent on qualifications and experience.

Benefits include employee medical, dental, and vision insurance, retirement plan match and paid leave (holiday, vacation, sick and family leave).

Diversity, Equity & Inclusion

The SHTA is committed to advancing equity through our work and to becoming a more inclusive organization. People of color and others with underrepresented identities (including but not limited to: gender identity, class, socioeconomic status, sexual orientation, age, ability, and background) are strongly encouraged to apply.

Superior Hiking Trail Association is an Equal Opportunity Employer and does not discriminate on the basis of age, ancestry, color, creed, gender identity, marital status, military status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, the presence of any sensory, mental or physical disability, or any other characteristic protected by law.

How to Apply

Please send us a letter expressing your interest in and qualifications for this position. Along with your letter, include a resume and two references. Address your application to Lisa Luukkala, Executive Director, luukkala@superiorhiking.org

Applications will be reviewed as they are received through September 4, 2023.

