Finance Manager

Northern California Land Trust | Berkeley, CA | Full-Time, Hybrid

About Northern California Land Trust

Northern California Land Trust (NCLT) is California's oldest community land trust, dedicated to developing and stewarding permanently affordable housing on community-owned land throughout the Bay Area. NCLT's model breaks the cycle of displacement by removing homes from the speculative market and holding them in perpetual trust, ensuring that affordability is preserved not just for today's residents, but for generations to come.

The Opportunity

NCLT NCLT is seeking a collaborative finance professional to lead our day-to-day accounting operations, strengthen internal controls, and support affordable housing development and fiscally sponsored projects. Reporting to the Executive Director, this role is primarily structured as a Finance Manager, but we are open to hiring at the Finance Director level for candidates with advanced strategic experience (e.g., long-range forecasting, software migrations, and capital modeling).

We strongly encourage ambitious Managers ready to grow into a Director level to apply, backed by NCLT's professional development stipend for continued education and leadership training. This is an exciting opportunity to scale the financial systems that preserve permanently affordable housing throughout the Bay Area.

Key Responsibilities

Accounting & Financial Operations

- Supervise accounting staff managing day-to-day accounting operations, including AP/AR, general ledger, reconciliations, monthly close, and cash management.
- Maintain multi-fund accounting, cost allocations, restricted grants, and accounting systems that support accurate reporting and audit readiness.
- Oversee payroll processing and benefits administration.
- Support continuous improvement of accounting processes, and promote organizational financial literacy among staff.
- Maintain accounting systems, process reimbursements, and prepare financial reports for incubated and fiscally sponsored projects.

Development & Project Accounting

- Manage accounting for affordable housing development projects, including construction draws, contractor payments, reimbursement requests, and project cost tracking.
- Partner with development staff to support project reporting, financial closeout, cost recovery, and cost certifications.

Budgeting, Reporting & Compliance

- Support annual budgeting, forecasting, and budget-to-actual reporting.
- Prepare financial reports for the Executive Director, Board of Directors, funders, lenders, and public agencies, simplifying complex financial data for stakeholders.
- Manage grant reporting and serve as the primary liaison for annual audits.

Qualifications

Required

- Five or more years of accounting or financial management experience.
- Strong understanding of GAAP, financial reporting, internal controls, and account reconciliations.
- Experience preparing financial statements, supporting annual audits, and managing multiple funding sources or projects.
- Proficiency with accounting quickbooks software and advanced Microsoft Excel skills.
- Experience supervising, mentoring, or supporting accounting or bookkeeping staff.
- Strong organizational, analytical, and communication skills, with the ability to manage multiple priorities and deadlines.

Preferred

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field, or equivalent professional experience.
- Experience with nonprofit accounting, fund accounting, or grant compliance.
- Experience with affordable housing, real estate development, construction accounting, or property management.
- Experience tracking construction draws, project costs, reimbursements, or other project-based accounting.
- Familiarity with low income communities, Community Land Trusts (CLTs), and/or other mission-driven nonprofit organizations.

Our Team, Culture and Benefits

NCLT is a small, mission-driven team. Staff bring expertise spanning community organizing, legal advocacy, finance, development, and property stewardship, and work collaboratively across functions. The Finance Manager will play a key role in supporting the financial systems that help sustain NCLT's mission and long-term impact.

This is a full-time, exempt position with an anticipated salary of approximately $100,000 - $110,000 annually, depending on experience. The role is hybrid, with at least two to three days per week in our Berkeley office. NCLT offers a comprehensive benefits package, including stipends that support both professional development and personal wellness.

How to Apply

To apply for this position, please complete our brief online screening questionnaire and submit your resume and cover letter (PDF preferred) using the link NCLT Finance Manager Application Form or copy and paste bit.ly/NCLT-Finance-App into your web browser. *(If you do not have a Google account, you may email your resume and cover letter directly to jobs@nclt.org with "Finance Manager" in the subject line.)*

Northern California Land Trust is an equal opportunity employer committed to building a team that reflects the communities at the heart of our mission. We do not discriminate on the basis of race, color, religion, gender identity, sexual orientation, national origin, age, disability, veteran status, or any other characteristic protected by law. We prioritize BIPOC communities and cultivate an equitable, inclusive organizational culture and encourage applications from people with lived experience of housing insecurity or displacement.