

April 2, 2026



The Last Green Valley is Seeking a Finance Administrator

The Last Green Valley is seeking a Finance Administrator to handle all financial activities for the non-profit organization. The Finance Administrator will be responsible for accounting, payroll, grant management, contract management, audit preparation and assisting with human resource functions, performing a wide variety of tasks essential to the organization's success.

The Last Green Valley is two things — it's the 35-town National Heritage Corridor in eastern Connecticut and south-central Massachusetts, and it's also a member-supported, nonprofit organization working to conserve the natural, historic and cultural resources of the Corridor.

The Last Green Valley National Heritage Corridor is green by day and dark by night, a place with a rich history in a surprisingly rural landscape. With 84 percent forest and farmland, the Corridor is the last swath of dark night sky in the coastal sprawl between Boston and Washington, D.C.

The Last Green Valley, Inc. (TLGV) is a 501(c)(3) non-profit charitable organization established in 1995. As caretakers, TLGV connects people with the abundant and diverse natural, historical and cultural resources within the Corridor and advocates to sustain the region's legacy for future generations.

TLGV is seeking a candidate with a proven track record in accounting and the experience, training and skills to meet the demands of this responsible position. The successful candidate will have a positive, upbeat attitude and believe in TLGV's mission and values. They will be a problem-solver, adaptable and able to work independently as well as part of a team. The successful candidate will have strong interpersonal skills, excellent communication skills, close attention to detail, accuracy and confidentiality, a strong ability to plan, manage and track time, and a professional demeanor.

This is a full-time, in-person 35-hour per week position. The working schedule is generally a 4-day workweek from Monday through Thursday but will also include a mix of evening or weekend work from time-to-time. The salary range for this position is commensurate with experience. In addition to the salary, the position offers paid federal holidays, paid vacation, employer-sponsored health insurance and a SIMPLE IRA 3% match. The Finance Administrator will be hired by and reports directly to the Executive Director.

In addition to completing the responsibilities of this position, the Finance Administrator may have the opportunity, as their working schedule allows, to be involved in non-finance related aspects of TLGV's work which includes activities such as hiking, kayaking, historical talks, farm tours, citizen science, community outreach events and producing publications.

Responsibilities

- Manage and implement accounting systems to oversee general ledger management, receivables, payables and purchasing (currently utilizing Quickbooks Online);
- Record receivables including donations, grants, memberships and other revenue sources;
- Record and facilitate payment of payables including invoices, credit card payments and electronic fund transfers;

- Run and manage payroll and ensure all filings are completed (currently utilizing ADP);
- Develop and maintain budgets in cooperation with Executive Director for internal use and National Park Service contracts;
- Manage and track funds received from members, donors, grants, foundations and state and federal governments to ensure proper allocation, documentation and reporting;
- Track investments and recommend changes as appropriate;
- Prepare for and facilitate annual audit and 990 with external CPA firm;
- Coordinate and submit state and federal quarterly and annual reports;
- Track matching documentation for National Park Service contracts;
- Prepare & assist with National Park Service work plan and reporting;
- Communicate with vendors and assist with the management of organizational needs regarding insurance, contracted services and the headquarters/office;
- Assist with human resource activities including benefits and policies;
- Evaluate and analyze the effectiveness of finance procedures and recommend improvements as appropriate;
- Prepare monthly financial reports for presentation to Finance, Planning & Development Committee and Board of Directors; and
- Assist with other tasks as needed.

Minimum Qualifications

- An associate or bachelor's degree in a relevant field and at least five years of accounting/finance experience in a professional office setting, or some combination of education and experience required for this position.
- Demonstrated expertise with accounting tasks and software.
- Familiarity with budgeting and variance analysis.
- Experience with payroll and related reporting requirements.
- Proficiency in Microsoft Word and Microsoft Excel.
- Excellent written and verbal communication skills.
- Strong analytical and problem-solving abilities.

Preferred Qualifications

- Familiarity with Salesforce CRM.
- Knowledge of requirements specific to non-profit organizations.
- Grants management experience, preferably with federal cooperative agreements.

To apply: Please provide a cover letter, resume, three references and your salary requirements by email to Francesca Kefalas at fran@tlgv.org by April 30, 2026. No phone calls please. In-person interviews will be conducted on a rolling basis in April and May. The expected start date will be in late May/early June.

The Last Green Valley, Inc. is an equal-opportunity employer and does not discriminate on the basis of age, ancestry, color, creed, disability, gender, gender-related identity, marital status, national origin, race, religion, sexual orientation, veteran, or any other status protected under local, state, or federal law.