



FOREST  
SOCIETY  
*of* MAINE

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**Vice President of Finance and Administration**

**Position Announcement**

**Bangor, Maine**

**April 2026**

## About Forest Society of Maine

Forest Society of Maine (FSM) is a statewide land trust with the mission to conserve Maine's forestlands to sustain their ecological, economic, cultural, and recreational values. We have conserved approximately one million acres of forestland since 1984 making FSM the seventh largest land trust in the nation by conserved acres. We have been able to achieve tremendous conservation success with limited human and financial resources including an operating budget under \$2 million, 10 full-time and 2 part-time staff and 20 board members. FSM has been designated as a nationally accredited land trust since 2009 from the Land Trust Accreditation Commission.

Learn more about FSM at [www.fsmaine.org](http://www.fsmaine.org).

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## The Opportunity

The Vice President of Finance and Administration (VPFA) is a newly created leadership position responsible for the strategic and operational oversight of the Forest Society of Maine's financial management and administrative functions. Reporting directly to the President and CEO and serving as a key member of the leadership team, the VPFA provides organizational leadership in financial stewardship, risk management, legal compliance, human resources, information technology, capacity building, professional development, key performance indicators and other operational needs.

There are certain leadership expectations associated with the position. The VPFA will serve as a strategic partner to the President and CEO and will lead with integrity and a deep commitment to transparency. The VPFA will balance operational detail with long-term financial vision while strengthening FSM's financial resilience to ensure enduring conservation impact across Maine.

The VPFA ensures that FSM's financial practices uphold the highest standards of transparency, accountability, and sustainability, consistent with Generally Accepted Accounting Principles (GAAP), national nonprofit best practices, and the national Land Trust Alliance Standards and Practices. The VPFA partners closely with the Board of Directors, particularly the Finance Committee and Investment Subcommittee, to support long-term financial sustainability for FSM.

This position supervises a part-time Finance Associate position and manages external vendor relationships including payroll, audit, investments, benefits, information technology, insurances and treasury.

# Primary Responsibilities

## Executive Financial Leadership & Strategy

- Lead the development and execution of FSM's annual operating and capital budgets and multi-year financial forecasts in partnership with the President and CEO and leadership.
- Provide strategic financial analysis to support land conservation projects, stewardship commitments, capital investments, and organizational growth.
- Present clear financial dashboards and reports to the Board of Directors, Finance Committee, and staff.
- Advise leadership on risk management, internal controls, financial policies, liquidity, and investment strategy.
- Provide financial training and guidance to staff to promote financial literacy and accountability.

## Financial Operations & Compliance

- Oversee all accounting functions, including general ledger management, accounts payable, accounts receivable, payroll, journal entries, and monthly and annual closings.
- Ensure timely and accurate preparation of financial statements, audit schedules, Form 990 support materials, and other required regulatory filings.
- Ensure accurate processing of accounts payable (including W-9s, 1099s, and IRS filings) and accounts receivable transactions.
- Serve as the primary liaison for all external audits (financial, MEMIC, health data reporting, and other required compliance reviews), including managing auditor selection processes as needed.
- Sustain strong working relationships with FSM's investment managers and treasury partners.
- Monitor treasury, bank, investment, and electronic payment platforms to safeguard assets and prevent fraud; ensure monthly reconciliation of all cash and investment accounts.
- Ensure workflows, financial systems, and internal controls are designed and operating accurately and efficiently.
- Maintain compliance with GAAP, IRS regulations, HIPPA rules, state charitable licensing requirements, Land Trust Alliance Standards and Practices, and other compliance requirements as needed.

## Grant & Restricted Fund Management

- Oversee tracking and reporting of grants, restricted gifts, and conservation project funds.
- Ensure proper allocation and compliance with donor restrictions and contract terms.
- Collaborate with staff to reconcile gifts between accounting and donor databases and provide accurate reporting to funders and stakeholders.

## **Human Resources & Payroll**

- Oversee payroll processing, tax filings, and benefits administration in coordination with third-party providers.
- Ensure compliance with federal and state employment regulations, payroll taxes, insurance obligations, and reporting requirements.
- Manage financial aspects of employee benefits including health insurance, HSA, dental plans, and related staff contributions.
- Track and reconcile employee leave balances and benefits liabilities.
- Support leadership in HR policy implementation and administrative compliance.

## **Administrative & Operational Leadership**

- Oversee FSM's administrative infrastructure, including IT systems, cybersecurity, domain management, data backup protocols, and vendor management.
- Serve as executive liaison with third-party IT providers for equipment procurement, system upgrades, and network maintenance.
- Lead process improvement initiatives across finance and administrative operations.
- Develop and maintain organizational forms, templates, and documentation that support staff compliance and operational excellence.
- Foster a collaborative, service-oriented approach that supports programmatic and conservation goals.

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## **Candidate Profile**

Strong candidates for the VPFA position will demonstrate many, though perhaps not all, of the following skills, experiences, education, and characteristics:

- Bachelor's degree in Accounting, Finance, Business Administration, or related field (CPA or MBA preferred).
- Minimum 10 years of progressive financial leadership experience, preferably within nonprofit, conservation, land trust or similar mission-driven organization.
- Minimum 5 years of experience with responsibility for an organization's people, culture, and growth.
- Demonstrated experience working with nonprofit boards and committees.
- Strong knowledge of GAAP, nonprofit accounting standards, internal controls, and audit processes.
- Ability to provide leadership for compliance with Land Trust Alliance Standards and Practices related to job tasks.
- Experience managing payroll, employee benefits administration, and financial and human resources regulatory compliance.
- Proficiency in accounting systems (e.g., QuickBooks Online) and financial reporting tools.
- Strategic thinker with strong analytical, communication, and leadership skills.

- Ability to think creatively and work as an effective part of a team.
  - Commitment to and passion for FSM’s mission
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## **Location**

The VPFA will be based at our office located in Bangor, Maine. We operate a flexible, hybrid work schedule with at least two in-office “collaboration” days per week.

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## **Compensation and Benefits**

This is a full-time, exempt position with a competitive salary and benefits package. The salary range for this role is \$80,000 to \$90,000 with upcoming compensation benchmarking to influence FSM’s future salary ranges.

FSM offers a competitive benefits package with the desire to continually improve upon them, including:

### **Health**

- Employer-provided plans with 90% coverage for employees, 85% coverage for employee plus spouse/child(ren), and 80% coverage for family plans
- Dental plans are available at employees’ expense

### **Paid Time Off**

- 13 holidays annually
- 10 vacation days during first 12 months of employment (vacation accrual rates increase based on employee tenure)
- One sick day accrued per month, up to a maximum of 20 days

### **Additional Benefits**

- Employer contribution of up to 8% of employee’s salary to a SEP-IRA plan following successful completion of a six-month introductory period
- An annual allotment toward FSM “swag”
- Flexible work schedule

## Apply

We recognize that skills and experience may be gained through a variety of professional, academic, and lived experiences and encourage candidates who meet most of the qualifications and are excited about FSM's mission to apply.

If you are interested in the VPFA position, please send a cover letter, resume, and three references to [info@fsmaine.org](mailto:info@fsmaine.org) with the subject line "Vice President Position". Alternatively, you can mail your application materials to 209 State Street, 2nd Floor, Bangor, ME 04401 with attention to "Vice President Position"

Deadline for applying is Monday, May 4, 2026. References will not be contacted until after the interview phase.

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## Equal Opportunity, Diversity, Equity, and Inclusion

Forest Society of Maine does not discriminate based on race, color, sex, age, gender identity, national or ethnic origin, religion, pregnancy, disability, veteran status, sexual orientation or any other characteristic protected by law. We are an equal opportunity employer dedicated to creating an inclusive culture where all employees can thrive and feel supported.

