



Playa Lakes Joint Venture Business Administrator

Position Summary

Playa Lakes Joint Venture (PLJV) is seeking an experienced Business Administrator to support the essential accounting and operations functions of its business. PLJV is a non-profit organization with a mission to conserve the playas, prairies, and landscapes of the western Great Plains through partnerships for the benefit of birds, other wildlife, and people. This position will assist the Business Director in accounting, billing, and reporting for federal and non-federal sources of funding, and will work with the Coordinator, PLJV staff, and various partners in meeting day-to-day operations needs. Primary duties include mail collection and distribution, bank deposits, check writing, expense and receipt tracking, time tracking, onboarding support for new positions, and logistics management for board meetings and staff retreats.

Major Duties

- Time and expense tracking for major grants
- Accounts payable and receivable
- Office, vendor, and meeting management

Required Qualifications

- Bachelor's degree from an accredited university with emphasis in business administration, accounting or non-profit management, or the equivalent in education and experience
- High level of proficiency with Google Sheets and/or Microsoft Excel spreadsheets
- High level of proficiency with Quickbooks accounting software

Additional Desired Qualifications

- Excellent writing skills with proven ability to translate complex financial data for a variety of audiences
- Proven ability to manage multiple projects with conflicting deadlines
- Proficiency in Google Workspace applications
- Excellent interpersonal communication skills
- Background in Human Resources management or support is desired but not required

Other Requirements

- Must possess and maintain a valid state driver's license

Travel Required

- Travel requirements may be as much as 10% or greater to attend staff meetings, management board meetings, and other regional partnership meetings, as needed

About Playa Lakes Joint Venture

PLJV is a regional partnership of federal and state wildlife agencies, conservation groups and private industry dedicated to conserving bird habitat throughout portions of Colorado, Kansas, Nebraska, New Mexico, Oklahoma and Texas. Our mission is to conserve the playas, prairies and landscapes of the western Great Plains through partnerships for the benefit of birds, other wildlife, and people. The Joint Venture facilitates cooperation among a broad coalition of partners on the national, regional, state and local levels to fund and implement habitat conservation. We provide regional planning, value-added efficiency and implementation approaches, while our partners provide financial, technical and local expertise to develop conservation projects. In addition, PLJV supports local conservation partnerships, state agencies and other partners by developing various decision support tools, as well as providing education about how to use the tools to target and deliver the most effective habitat conservation. PLJV also works with a variety of partners to inform landowners about conservation programs and to target conservation efforts in areas that will provide the most benefit.

Supervisor

This position reports directly to and is evaluated by the PLJV Business Director. Job performance is reviewed in the context of responsiveness to objectives and priorities as determined by the Business Director and Coordinator. Annual work plans for the position will be developed by the Business Director in consultation with the Coordinator.

Salary, Benefits, and Start Date

Starting salary is commensurate with education, experience, and location with an expected range of \$60,000-\$70,000 per year. PLJV offers a generous benefits package, including employer-paid health coverage (medical, dental and vision), HSA with annual contribution to defray medical deductibles, and a 7% match on salary toward our retirement plan. We anticipate this position will begin working on or around May 1.

Commitment to Diversity, Equity and Inclusion

People are essential to realizing our mission to conserve birds and wildlife across the western Great Plains. At PLJV we are committed to including all voices within our landscape in order to implement conservation work by collaborating with a wide variety of individual and community stakeholders and ensuring that our work is reflective of their values, beliefs, and ways of knowing. We commit to building more equity into our programs and services by improving our awareness and understanding of the unique perspectives of people, engaging in dialogue with communities of all backgrounds, and taking actions that support our combined interests in a meaningful way.

Job Location

The job location can be anywhere in the Denver/Boulder metro area, with priority given to those candidates who are willing to live in the Boulder county area.

To Apply

Playa Lakes Joint Venture is an Equal Opportunity Employer and seeks a diverse applicant pool. Please email your application documents as one complete PDF file to jobs@pljv.org. All applications should include a resume, a one-page cover letter, and three professional references. In the cover letter, please include salary requirements and desired location. The deadline for all applications is 5:00PM MST, on March 29.

This job description is intended to be general (see full job description above), may evolve over time, and is subject to periodic updating. The employee may be assigned different and/or additional duties or responsibilities at the discretion of the Business Director and Coordinator.