

Mount Desert Land and Garden Preserve
Finance and Administrative Coordinator

The Mount Desert Land and Garden Preserve in Seal Harbor, Maine (<https://www.gardenpreserve.org/>), has an immediate opening for a Finance and Administrative Coordinator. This full-time, permanent position offers competitive salary, benefits (medical, dental, vision, 401(k)), vacation, and paid holidays. The position requires computer proficiency and experience with Financial Edge software, Microsoft Office 365, accounts payable, bookkeeping, payroll, employee benefits and records, purchasing, and general financial and office administration. Nonprofit financial experience is a plus. Work will initially entail training and be on a flexible schedule and partially remote due to the COVID-19 situation. Qualified, interested applicants should submit a cover letter, resume, and references to info@gardenpreserve.org or to Mount Desert Land and Garden Preserve, P.O. Box 208, Seal Harbor, ME 04675, Attn: Finance and Administrative Director.