

	<p>JOB DESCRIPTION</p> <p>Position: Operations Assistant</p> <p>Department: Clerical</p> <p>Reports to: COO</p> <p>Status: Non-Exempt, Part Time Temporary</p> <p>Location: Salina, KS</p>
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About The Land Institute:

The Land Institute co-leads the global movement for perennial, diverse, truly regenerative agriculture at a scale that matches the enormity of the intertwined climate, water, and food security crises. The Land Institute’s work, led by a team of plant breeders and ecologists in multiple partnerships worldwide, is focused on developing perennial grains, pulses and oilseed bearing plants to be grown in ecologically intensified, diverse crop mixtures known as perennial polycultures. The Institute’s goal is to create an agriculture system that mimics natural systems in order to produce ample food and reduce or eliminate the negative impacts of agriculture. Through transdisciplinary research and collaborations, we build learning communities to help society cross the threshold into diverse, perennial grain agricultures.

For more information, please visit www.landinstitute.org

Position Summary:

The Operations Assistant will play a key role in fulfilling The Land Institute’s mission by ensuring that the operations team has the critical administrative support they need to support the overall functions of the organization. The Operations Assistant will provide administrative support to all operations departments that include, but are not limited to, Finance, Human Resources, and Operations/IT. This position will participate in The Land Institute’s decentralized and consultative approach to decision making and problem solving and will engage with the highly collaborative, team-oriented culture of the organization. The Operations Assistant will perform support duties related to finance, accounting, human resources, operations, and IT inventory tracking for The Land Institute.

Responsibilities:

- Help with bank statements reconciliation, as well as accounts payable and receivable
- Assist with the preparation of ad-hoc and other internal reports
- File and scan journal entries
- Assist with month-end financial reports
- Handle all sensitive or confidential information with honesty and integrity
- Maintain a high level of efficiency, accuracy, and responsibility with all tasks
- Assist with research, filing, data entry, and recording and maintaining accurate and complete financial records.
- Basic understanding of GAAP and financial principles
- Understands the relationship between assets, liabilities, expenses, and revenues in the GL
- Expert or deep knowledge of excel spreadsheets and linked data.
- Aptitude for searching for new and better ways to manage tasks, including researching technology solutions
- Must have strong organizational skills
- Provide administrative support as needed for finance, HR, and operations/IT.

Competencies:

- **Mission Driven:** You are passionate about the mission of The Land Institute to create a diverse, perennial grain

agroecosystem that feeds humanity and are interested in aligning your skills and personal genius to benefit this work.

- **Creative Problem Solver:** You excel at being open to new perspectives and better ways to do things; you are creative, visionary and manage innovation well. You are interested in serving the organizations needs by developing, through a consultative and collaborative approach, novel solutions to organizational challenges.
- **Courage:** You do not retreat or shy away from hard things. You face challenges and conflict with professionalism, grace, and resolve.
- **Inspiring and Inspired:** You are inspired by the people around you, finding and harnessing the genius in your colleagues to meet organizational objective, and you are inspiring to others through example and your own genius applied.
- **Collaborative:** You are a team player first and believe in the power of a diverse collective to solve problems.
- **Growth Mindset:** You have the vulnerability to know what you don't know, admit your flaws, and learn from others to grow and develop yourself and the organization.
- **Sense of Humor:** You have a great depth of knowledge in your area of expertise, but don't take yourself or the world too seriously. You focus on the positive and find humor and awe in every day.

Position Requirements:

- High school diploma, currently working towards higher education in finance/accounting preferred
- Strong working knowledge of Microsoft Office suite, QuickBooks, and Financial Edge or other equivalent accounting software preferred.
- Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team required.

Environmental and Working Conditions:

- Prolonged periods of sitting at a desk and working on a computer and phone.
- Work in a general office environment.

Compensation and Benefits:

The Land Institute offers an excellent benefits package and a competitive salary that is commensurate with experience. The hourly rate for this position is \$11.50 per hour.

The Land Institute is an equal opportunity employer and embraces the opportunity to provide employment to qualified individuals regardless of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. We are pleased to provide reasonable accommodations to enable individuals with disabilities to perform the essential functions.