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## Finance & Operations Associate

### Position Summary

The Finance & Operations Associate is a full-time position reporting to the Trail Conference's Finance and Operations Manager, with responsibilities covering a variety of internal organizational processes and infrastructure, including Finance, Human Resources and Operations. Applicants should be comfortable working with staff and volunteers in a fast-paced, open work environment while coordinating multiple projects simultaneously, such as:

#### **Financial and business planning activities**

- a) Purchase-to-Pay activities - enter payable invoices into Quickbooks Online, cut checks, process signatures and check stubs, reconcile credit card expenses
- b) Monthly close activities – record journal entries, prepare account reconciliations
- c) Treasury activities - preparing bank deposits, making semi-weekly deposits at the local bank
- d) Sales & revenue activities - Assist with preparation and submission of grant reimbursements, process all check and credit card receipts in Quickbooks Online
- e) Financial audit support - prepare various yearly account reconciliations for the financial audit as necessary
- f) File and maintenance of financial records
- g) Enter budget data into database annually
- h) Automating manual processes when appropriate
- i) Assist with ad hoc financial reporting and requests

#### **Human Resources**

- a) Support on and off boarding of employees (full time, seasonal and seasonal Conservation Corps members)
- b) Assist in the processing and allocation of employee timesheets
- c) Assist in the processing of payroll and benefits

#### **Operations**

- a) Order and maintain office supplies and Amazon orders
- b) Oversee vendor relations by managing vendor selection and contract support for pest control, equipment leases, etc. Includes obtaining price quotes, service calls and other support
- c) Serve as staff liaison with third-party IT support by placing service calls
- d) Assist with administrative functions to ensure smooth daily operations of physical plant and office equipment
- e) Assist with various insurance requests (Certificates of Insurance, data pull for renewals, etc.)
- f) Assist with ad hoc operational requests

### Qualifications

- Bookkeeping experience required. Nonprofit bookkeeping experience preferred
- Experience with Quickbooks Online preferred
- Proficiency with MS Excel, data entry, MS Word and e-mail software
- Attention to detail and consistency to follow through
- Capacity to effectively manage a wide array of tasks, projects, and responsibilities
- Ability to stay organized and work productively in a busy, dynamic environment with frequent interruptions
- Proven ability to work well and cooperatively in a diverse work environment
- Valid driver's license and insurance

### **Application**

To apply, please submit the following items via email attachments (start all attachment filenames with your last name) to jobs@nynjtc.org. Please put as the subject "Finance and Operations Associate". All application materials will be kept confidential.

1. A cover letter addressing why you are interested in this position, what distinguishes you from other applicants, and your interest and involvement in the Trail Conference
2. A resume
3. Three professional references
4. Your salary requirements or history

Applications missing any of these four items will not be considered. The position is available until filled. Candidate interviews will begin immediately and continue until an offer is made. No calls please. Check the <https://www.nynjtc.org/job-openings/> job posting to determine if the position is filled.