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Finance & Operations Senior Associate

Position Summary

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

Financial and business planning activities

- a) Management of part-time Finance and Operations Assistant who is responsible for
 - i) Purchase-to-Pay activities -coding and entry of invoices into Quickbooks Online, cutting checks, processing signatures and check stubs, reconciling credit card accounts
 - ii) Filing and maintenance of financial records
 - iii) Treasury activities - preparing bank deposits, making semi-weekly deposits at the local bank
- b) Manage monthly close activities – record journal entries, prepare account reconciliations including multiple bank and investments accounts
- c) Manage programmatic, restricted funds and grant budgets across departments
- d) Grant Process - Prepare grant reimbursements for submission, review budget vs. actual reports with program managers
- e) Process all check and credit card receipts in Quickbooks Online
- f) Financial audit - Prepare various annual account reconciliations for the financial audit
- g) Budget - Assist with the annual budget process: work closely with department heads and colleagues to ensure budgets are accurate, and timely; provide guidance and supporting documentation
- h) Automate manual financial processes when appropriate - identify, research and recommend options, manage implantation
- i) Attend quarterly Finance Committee meetings; attend Boarding meetings as appropriate
- j) Prepare ad hoc financial reporting and requests

Payroll

- a) Manage payroll runs for employees and seasonal AmeriCorp members
- b) Process and allocate employee timesheets and time
- c) Coordinate benefit plan activities - process additions, deletions, changes. Lead annual open enrollment process.
- d) Prepare workers' compensation audit reports

Operations

- a) Manage vendor relations, including vendor selection and contract support for pest control, equipment leases, etc. Obtain price quotes and negotiate service calls. Provide support to the RFP process, and draft proposal requirements
- b) Serve as staff liaison with third-party IT support. Ensure accurate listing of computer equipment.
 - i) Coordinate IT projects such as server upgrades, phone management, etc.
- c) Assist with operational functions to ensure smooth daily operations of physical plant and office equipment
- d) Assist with various risk management and insurance requests
- e) Assist with ad hoc operational requests

Qualifications

- 3-4 years accounting experience required, CPA preferred
- Experience with implementing process automation

- Experience with Quickbooks Online preferred
- Proficiency with MS Excel, MS Word and e-mail software
- Strong sense of accountability, while managing a wide array of responsibilities
- Strong judgment capabilities, including decision making skills
- Ability to work independently by utilizing analytical and problem-solving skills
- Strong organization and time management skills
- Excellent written and verbal communication skills
- Valid driver's license, access to car and insurance
- Ability to work both remotely and at organization's office

Application

To apply, please submit the following items via email attachments (start all attachment filenames with your last name) to jobs@nynjtc.org, subject "Finance and Operations Senior 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. Your salary requirements

Incomplete applications 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> to determine if the position is filled.

Employment Opportunities

The New York-New Jersey Trail Conference provides equal opportunities to all employees and applicants for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status or any other protected category under federal, state and local law. We pledge to uphold equality in our hiring and employment practices and to create an environment where everyone, from any background, can do their best work.

About Us

For more information about the New York-New Jersey Trail Conference, please visit <https://www.nynjtc.org/about-us>