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Position: **Finance & Operations Associate**
Reports to: Finance & Operations Senior Associate

Date: November 2023
FLSA: Exempt

Position Summary

The Finance & Operations Associate reports to the Trail Conference's Finance and Operations Senior Associate, with responsibilities covering a variety of internal organizational processes and infrastructure, with a focus on Finance and Operations. Applicants should be comfortable working with staff in a fast-paced, open work environment while working on multiple projects simultaneously, such as:

Financial and business planning activities

- Manage Treasury activities:
 - Improve, automate, and create processes around cash inflow and outflow with internal and external (e.g., Provident Bank) teams for more efficiency and transparency.
 - Prepare, make, and record weekly bank deposits, ensuring all back up and support is filed appropriately.
 - Purchase-to-Pay activities – code all invoices, enter payable invoices into QuickBooks Online, cut checks, process signatures and check stubs, enter credit card expenses, work with vendors and transition to ACH payments where possible.
 - Prepare and record all bank activities and bank statements for all cash, credit card, and investment accounts.
- Sales & revenue activities - process checks and other receipts in QuickBooks Online
- Design and implement process improvements around recording and reconciling transactions including donations, store and wholesale transactions, and pledges with input from Advancement and other colleagues. Coordinate with Advancement Team staff to be sure donations, membership pledges, and other financial transactions are recorded accurately.
- Responsible for filing and maintenance of financial records electronically and physically
- Assist with Grant reimbursement process by organizing receipts, and other preparation needs.
- Financial audit support – pull, prepare, and upload audit requests on a timely basis.
- Assist with budget data collection and entry into database annually.
- Assist with automating manual processes when appropriate.
- Assist with ad hoc financial reporting, requests, and other needs.

Operations

- Co-manage various IT projects including but not limited to, further integration and usage training of Microsoft Office 365 applications (i.e., Excel, Word, PowerPoint, etc.), SharePoint and Teams, phone upgrades, managing IT storage and backups, wireless systems, general staff support, and more.
- Oversee and maintain office supplies and Amazon orders.
- Assist with vendor relations by managing vendor selection and contract support for pest control, equipment leases, etc. Includes obtaining price quotes, service calls and other support.
- Assist with administrative functions to ensure smooth daily operations of office and equipment. Be available on site when necessary.
- Assist with various insurance requests (Certificates of Insurance, data pull for renewals, etc.)
- Assist with ad hoc operational requests.

Qualifications

- Proven attention to detail, consistency to follow through, and willingness to ask questions.
- Proven ability to make process improvements.

- Ability to stay organized and work productively in a busy, dynamic environment.
- Two years bookkeeping and/or data entry experience required.
- Experience with QuickBooks Online preferred
- Non-profit experience a plus
- Experience with MS Excel (advanced skills preferred), MS Word, data entry, and e-mail software.
- Proven ability to work well and cooperatively in a diverse work environment.
- Valid driver's license, access to car and insurance
- Ability to lift and move file boxes up to 15 pounds.

Work Environment

Based in Mahwah, New Jersey, this is a full-time position beginning immediately. It offers a full-time, competitive salary with health and retirement benefits and opportunities for learning.

While work performed at the Trail Conference's headquarters is preferred, hybrid work arrangements may be used to allow staff members to fulfill some or all their duties from an off-site location. Enabling remote and hybrid work is a strategic business decision, in addition to being a benefit for staff members, and is consistent with the Trail Conference's culture, including:

- Creating a highly engaged, equitable, diverse, and inclusive workforce.
- Attracting and retaining staff members by providing a work environment that is supportive, productive, and flexible.
- Sustaining a highly collaborative culture.
- Fostering an environment for continued productivity, improvement, and excellence.
- Empowering decisions that prioritize both business needs and staff member preferences.
- Reducing our environmental impact and aligning with the organization's sustainability goals.

For these reasons, we encourage the use of remote and hybrid work arrangements and flexible scheduling when appropriate and when in alignment with the needs of the teams. Approval for such arrangements is granted at the discretion of the Trail Conference management and is subject to ongoing and periodic review. The determination of staff member eligibility for remote and hybrid work will be made in accordance with the organization's Hybrid Work Policy and the needs of the organization.

Due to the nature of this position, weekly office visits are required to prepare bank deposits and cut checks, as well as support other operational functions as needed. Health and safety policies and procedures have been put in place and are strictly enforced at our Mahwah office to ensure a safe work environment for all employees. These policies are available for review and discussion during the interview process.

The Trail Conference believes that the joys of nature belong to everyone, regardless of race, ethnicity, gender, gender identity, age, disability, national origin, or religion. 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.

Compensation

The salary range is between \$41,000 and \$43,000 and commensurate with experience. The Trail Conference proudly provides a full range of benefits including employer subsidized health care, matching 403(b), complimentary membership, eighteen+ paid vacation days, nine paid sick days, and twelve paid holidays.

Application:

To apply, please submit the following items via email attachments (start all file names with your last name) to jobs@nynjtc.org, subject line: *Finance & Operations Associate: "Your Last Name"*. All application materials will be kept confidential.

1. A professional resume.
2. A cover letter addressing your interest and qualifications.
3. Contact information for three references.

This position is available until filled. Candidate interviews will begin immediately and continue until an offer is made. No calls, please.

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>