The Greenburgh Nature Center is seeking a Finance and Administrative Manager

Position Description

The Greenburgh Nature Center, a nonprofit in Westchester County, NY, is seeking an experienced, self-motivated Finance and Administrative Manager to oversee its financial and business operations. This position will also process the bi-weekly payroll, manage benefits, and human resources through a contract with ADP’s Professional Employer Organization services; and supervise a part-time AP/finance assistant. The successful candidate will have experience in accounting, budgeting, payroll, and office management, preferably within a nonprofit environment.

The position reports to the executive director. The Center is currently working with a financial consulting firm, who is overseeing the transition to an online, accrual accounting system and managing fiscal operations during the transition to this position. Since March, the Center is following COVID guidelines and regulations; all but essential staff are working remotely.

Organization

Founded in 1975, The Greenburgh Nature Center is an environmental education nonprofit located on a 33-acre nature preserve and wildlife refuge in Westchester County. Our mission is to ignite passion, curiosity and respect for our natural world, and we have been a leader in environmental education since 1975.

As of mid-March, the Nature Center’s facility was closed to the public, and all but essential staff are working from home/sheltering in place. Its initial 2020 budget was $1.4 million. With 40% of projected revenues anticipated from earned income, the budget is in flux until there is a clear approval to re-open programs. This position will work with senior staff to provide financial information regarding the changing landscape of the Center’s programs for 2021.

SPECIFIC RESPONSIBILITIES:

Finance and Budgeting

• Oversee accounts payable, accounts receivable, accountable for the accuracy of journal entries.
• Maintain the general ledger and accounting system in QuickBooks Accounting System.
• Complete month end closings; monthly prepare financial reports and analysis for review with the executive director and program directors.
  o Quarterly prepare & present financial reports to the Board’s Finance Committee.
• Prepare cash flow reports and ensure bills are paid.
• Prepare the annual budget, in collaboration with the executive director and program directors; manage budget revisions, as necessary.
• Oversee annual audit; work with the auditors to ensure timely completion of audit schedules, the final audited financial statements, and 990 IRS Forms.
• Monitor and update Accounting Policies and Procedures to ensure internal controls and compliance with IRS and GAAP standards
Payroll and Benefits Systems

- Accurately maintain time-off systems and records to ensure the accuracy of the bi-weekly payroll information sent to ADP and employees.
- Complete ADP payroll reporting requirements and transfer information to QuickBooks.
- Annually review health care benefit options, currently attained through ADP; make recommendations to the executive director about the choice of plans and manage communications to the staff regarding all employee benefits.
- Ensure personnel records and files are maintained and in compliance with labor regulations.
- Ensure benefits are in compliance with the Employee Handbook; make recommendations to ensure its relevance and with ADP that the Handbook meets compliance and legal requirements.

Government Contracts and Grants:

- Through QuickBooks track receivables and spending for all grant funds to ensure proper expenditure and accurate financial reporting.
- Assist in preparing grant budgets and financial reports to funders.
- Track information and requirements related to government contracts and grants; complete reports accurately and on-time.
- Responsible for communications with the executive director and program directors regarding compliance to ensure successful completions of government contract and grant requirements.

Administration and Office Management

- Manage relationships with vendors, including agency insurance policies, office equipment, and the IT consultant.
- Develop and implement operational practices and procedures that ensure efficient and effective management of business and financial operations
- Communications to employees regarding financial and administrative issues, including following procedures.
- Make suggestions to bring to and work with the Directors’ team to improve operations and resolve problems facing this department and the organization as a whole.

QUALIFICATIONS/Requirements

- 6 years plus of progressive Accounting or Finance experience
- Bachelor’s Degree in Business or Finance and experience in nonprofit organizations preferred, but not required.
- Proficient in the use of online accounting systems, i.e., QuickBooks, Excel and Google Sheets.
- Accuracy and attention to detail, and ability to manage deadlines.
- Proactive orientation and strong interpersonal and collaborative skills.
- Independent thinker who can problem solve and multitask
- Ability to handle confidential information and to work with limited supervision and high motivation.
• Interest in and willingness to commit to the mission of the Greenburgh Nature Center is essential

Qualified candidates may apply by submitting a resume with cover letter to Indeed - https://www.indeedjobs.com/greenburgh-nature-center-a75e176/_hl/en_US?cpref=JXWAtnzf3XWjLOi4YeVNLsKhmt5T2XHW7bWml_pn0Lw

No phone calls please.

APPLICATION DEADLINE: June 26, 2020