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Finance & Operations Assistant

Position Summary

The Finance & Operations Assistant is a part-time position reporting 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. A typical work week would amount to 15-20 hours. 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

- a) Purchase-to-Pay activities - code all invoices, enter payable invoices into Quickbooks Online, cut checks, process signatures and check stubs, enter credit card expenses
- b) Treasury activities - prepare bank deposits, make weekly deposits at the local bank, ensuring all back up and support is filed appropriately
- c) Sales & revenue activities - Assist with preparation and submission of grant reimbursements, process checks and other receipts in Quickbooks Online
- d) Responsible for filing and maintenance of financial records electronically and physically
- e) Financial audit support - pull, prepare and upload audit requests on a timely basis
- f) Assist with budget data collection and entry into database annually
- g) Assist with automating manual processes when appropriate
- h) Assist with ad hoc financial reporting, requests and other needs

Operations

- a) Order and maintain office supplies and Amazon orders
- b) 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
- c) Assist with administrative functions to ensure smooth daily operations of office and equipment. Be available on site when necessary.
- d) Assist with various insurance requests (Certificates of Insurance, data pull for renewals, etc.)
- e) Assist with ad hoc operational requests

Qualifications

- Proven attention to detail, consistency to follow through, and willingness to ask questions
- 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, 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
- Other considerations:
 - a. Ability to lift and move file boxes up 15 pounds
 - b. Potential for flexible schedule

Location and Covid-19 Protocols

Our current COVID-19 protocols encourage working from home whenever possible; however, due to the nature of this position, weekly office visits will be 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.

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 Assistant". 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 hourly rate requirements

Applications missing any of these three 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.

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>