



Connecting People with Nature since 1920

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Finance/Operations Assistant

Position Summary

The Finance/Operations Assistant is a part-time position responsible for assisting the Trail Conference's Finance and Operations Director in monitoring and enhancing internal organizational processes and infrastructure. 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) Provide quality control for internal accounting procedures by preparing bank deposits and reconciliation reports
- b) Assist with preparation and submission of grant reimbursements by ensuring proper documentation of bills, receipts, and expense payments
- c) Gather and organize seasonal audit and plan-and-budget preparatory work

Human Resources

- d) Support hiring process for full- and part-time, and seasonal employees
- e) Assist in enrollment of seasonal volunteer AmeriCorps members
- f) Assist with the collection and allocation of employee timesheets

Operations

- a) Work with outside vendors to procure price quotes, technology support, and office supplies
- b) Assist with administrative functions to ensure smooth daily operations of physical plant and office equipment
- c) Assist with office relocation and transition to new headquarters building

Desirable Qualifications

- Proficiency with data entry, MS Office, and e-mail software
- Familiarity with Quickbooks customer reports
- Capacity to effectively manage a wide array of tasks, projects, and responsibilities
- Ability to work productively in a busy, dynamic environment with frequent interruptions
- Proven ability to work well and cooperatively with a variety of personalities
- Bachelor's degree or an equivalent combination of education and experience in a human resources role or in a volunteer non-profit organization
- Valid driver's license and insurance and reside within commuting distance of Mahwah, NJ

Background

Created in 1920 to assist area parks with trail construction and maintenance, the Trail Conference now represents 100 member clubs and 10,000 individual hiking enthusiasts in the greater New York metropolitan region and outlying areas. Since opening the original section of the Appalachian Trail in 1923, the trail network that we cooperatively manage has grown to over 2000 miles. Over a thousand Trail Conference volunteers contribute 67,000 hours to this and other conservation efforts annually.

The Trail Conference is supported through charitable giving, donated services and earned revenue. Located in Mahwah, NJ near the New York state line, our offices offer a professional work environment with frequent member/volunteer interactions. For more information about the NY-NJ Trail Conference, see www.nynjtc.org.

Application

To apply, please submit the following items via email attachments (start all attachment filenames with your last name) to jobs@nynjtc.org. All application materials will be kept confidential.

1. A resume
2. A cover letter addressing why you are interested in this position and why we should be interested in you
3. Your salary requirements or history

The position is available until filled. Candidate interviews will begin immediately and continue until an offer is made. No calls please. Check the www.nynjtc.org/job-openings job posting to determine if the position is filled.