

Position Announcement — Finance and Administration Associate

Ausable Freshwater Center (AFC) a non-profit environmental conservation organization based in Wilmington, NY, is seeking a qualified individual for all aspects of financial management, including bookkeeping, accounting support, payroll, grant tracking, and office administration. AFC's 2026 budget is just under \$2 million. Income is realized through federal and state contracts and grants, fee for service contracts, foundation and individual donations, and native plant sales. This is a part-time, non-exempt position with potential for full-time starting later this year. The position is based at our Wilmington, NY location.

The finance and administration associate (FAA) will report to the AFC Operations Director, Madison Stroud.

Position Overview

Status:	Part-time (10-20 hours a week) with potential for full-time for the right candidate
Compensation:	\$25 to \$35/hour
Timeline:	Applications accepted on a rolling basis until a suitable candidate is hired.

About Us

Ausable Freshwater Center builds a better future for the Adirondacks through effective, science-based stewardship of freshwater systems. We restore streams, build community flood resilience, safeguard water quality, and protect the habitats of native species. We share our technical knowledge and our passion for our work widely. We open people's eyes to the complexity of healthy freshwater systems and how to live respectfully with them.

Our staff of 13 conservation science professionals are supported financially by an array of public and private funding sources. Federal, state, and private contracts require precision in tracking, private funds must be managed and allocated appropriately, and we anticipate increased accounts management requirements as a result of rapid expansion of native plant sales through the Ausable Conservation Nursery, an ACF project. The right candidate will be interested in and engaged by the goals and challenges of our various programs so they might best support and advise staff as they manage their income, expenses, and grant requirements.

Responsibilities:

Working closely with the operations director and the comptroller, the FAA will perform the day-to-day financial operations of the organization including bookkeeping, financial record-keeping, bill payment, invoicing, and grant-tracking. Curiosity, a sense of humor, a desire to identify and solve problems, and the ability to work independently as well as with a small team is essential.

Bookkeeping: Enter all income and expenses by appropriate category and class, maintain filing system for all financial information, prepare deposits, payments to vendors, invoicing for services and for grant reimbursement, and run bi-weekly payroll.

Grants Management: Track expenditures, prepare invoices, and work with program staff to organize supporting documentation.

Accounting and Auditing: Manage accounts payable, accounts receivable, cash flow, and month-end/year-end close for review and approval. Assist the finance team by coordinating as needed with external auditors.

Office/Fundraising Duties: Provide additional administrative and fundraising support where experience and available time exists.

Qualifications

Education: A bachelor's degree is preferred with a focus in accounting, finance, or a related field. Associate's degree, coursework or certifications in bookkeeping and experience may be substituted.

Experience: Experience providing bookkeeping or administrative support, preferably in a nonprofit setting.

Knowledge: Proficiency with bookkeeping and recordkeeping. Willingness to learn about nonprofit accounting.

Skills: Excellent organizational, analytical, and problem-solving skills. Initiative to problem-solve, research questions or problems as they arise. Ability to communicate effectively, ask questions, and to work collaboratively with others.

Software Proficiency: Proficiency in using QuickBooks, Microsoft Excel, fundraising software, and other relevant financial software preferred.

Other: Other skill sets that may complement this position and the work of our staff. Please feel free to share with us other skills you could bring to our work that could expand the position's duties and responsibilities.

How to Apply

Please email a resume, a cover letter addressing the qualifications above, and contact information for three professional references to hiring@ausablecenter.org. Please type the position title "Finance and Administration Associate" in the subject line. Review of applications will begin immediately.

The Ausable Freshwater Center is an Equal Opportunity Employer. We are committed to creating opportunities and a respectful, fair, and open environment for all our employees, volunteers, and project partners.

Learn more about our work at ausablecenter.org.