

Position Announcement — Finance and Administration Manager

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, budgeting, accounting support, payroll, grant management, and office administration. AFC's 2025 budget is over \$2 million, and 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 the possibility of growing into a full-time position) with a flexible schedule based at our Wilmington, NY location.

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

Position Overview

Status:	Part-time (10 to 20 hours a week to start), non-exempt
Compensation:	\$25 to \$32/hour dependent upon experience, plus paid time off benefits.
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 monitor 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 10 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 received through a variety of pathways must be managed and allocated appropriately, and we anticipate 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, the FAM will perform the day-to-day financial operations of the organization including bookkeeping, financial record-keeping, bill payment, invoicing, grant-tracking, preparing financial reports, and overseeing budget management. 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, manage deposits, payments to vendors, invoicing for services and for grant reimbursement, run bi-weekly payroll, and provide monthly reconciliation of all AFC accounts.

Cash Flow Management: Track cash flow, budget versus actuals, forecast future needs, and work with finance team to ensure sufficient resources are available.

Grants Management: Manage grant budgets, track expenditures, prepare invoices, and work with program leaders to ensure compliance (e.g., insurance and state certifications) with grant agreements.

Financial Reporting: Prepare and present accurate and timely financial reports (monthly, quarterly, annual) to the finance team and to others as directed.

Financial Planning and Budgeting: Assist in developing and oversee monitoring of annual budgets, forecasts, and financial plans.

Accounting and Auditing: Work with our tax accountants and auditors, oversee accounting functions (accounts payable, accounts receivable), monitor compliance with GAAP and regulations, and help the finance team coordinate with external auditors.

Compliance: Monitor compliance with all relevant laws, regulations, and internal policies.

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: A minimum of 2 years' experience providing bookkeeping or accounting support, preferably in a nonprofit setting.

Knowledge: Proven proficiency with bookkeeping and knowledge of accounting principles, financial reporting standards, and nonprofit financial regulations. Ability to research and find case-appropriate solutions to questions or challenges.

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.

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 describing your interest and addressing the qualifications above, and contact information for three professional references to hiring@ausablecenter.org. Please type the position title "Finance and Administration Manager" 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 of our employees, volunteers, and project partners.

Learn more about our work at ausablecenter.org.