



HUYCK PRESERVE AND BIOLOGICAL RESEARCH STATION

P.O. BOX 189 ▪ 5052 DELAWARE TURNPIKE ▪ RENNELAERVILLE, NY ▪ 12147
(518)-797-3440 ▪ INFO@HUYCKPRESERVE.ORG ▪ WWW.HUYCKPRESERVE.ORG

Administration and Finance Manager: Position Description

The Organization

The Huyck Preserve, a 501(c)(3) nonprofit organization located on a 2,000+-acre land preserve in Rensselaerville, New York, southwest of Albany, invites applications for the position of Administration and Finance Manager. Our mission is to preserve the natural beauty of the Rensselaerville Falls, the watershed of Lake Myosotis and surrounding lands; to conduct long-term research on natural systems as part of a global effort to understand and protect the Earth's biodiversity; and to increase appreciation of this effort through innovative, field-based educational programs for students, teachers, and the community. For more information, please visit www.huyckpreserve.org.

Administration and Finance Manager:

The Huyck Preserve seeks an Administration and Finance Manager (AFM) to join its year-round, regular staff. The AFM is responsible for maintaining the financial and personnel records as well as assisting with the daily operations of the Huyck Preserve. This is a part-time, non-exempt position reporting to the Executive Director.

Responsibilities:

Bookkeeping

- Manage accounts payable and accounts receivable
- Work with the external accountant and audit firm in preparation for the annual audit
- Maintain historical financial records
- Monitor operating budget and prepare regular financial reports
- Ensure adherence to financial controls

Human Resources

- Manage employee/independent contractor paperwork, permanent files and handbook
- Ensure that the Huyck Preserve is in compliance with state and federal labor law and employment standards
- Manage employee payroll, benefits, and compensation

Grant Management

- Prepare necessary financial reports for grant applications and grant reports
- Monitor expenses for current grants and provides interim reports to the Executive Director
- Ensure that final reporting for grants is completed in a timely manner

Tax Exemption

- Prepare and file annual land tax exemption paperwork
- Prepare proof of tax exemption requests for vendors
- Work closely with the external accountant, audit committee, payroll company and audit firm to ensure federal and state tax filings are completed in a timely manner

Qualifications and Skills

The ideal Administration and Finance Manager candidate will possess the following qualifications and skills:

- Bachelor's degree or higher in accounting, human resources, or related field (or equivalent professional experience)
- Familiarity with and strong support of the Preserve's mission
- Experience in bookkeeping/accounting
- Experience in human resources
- Experience with QuickBooks and Microsoft Excel
- Experience with payroll processing and ideally use of Paychex
- Excellent organizational, analytical, and record keeping skills, with great attention to detail
- Ability to work independently but also be a team player
- Ability to meet deadlines

Other Requirements:

- Finalists must successfully complete a background check before an offer of employment is made.

Job Details

- Part-time, non-exempt position involving 2-3 days depending on the accounting cycle
- Hourly wage \$20-\$23 commensurate with experience and qualifications
- Generous vacation policy
- Retirement benefit

Procedures for Applying

- Submit a cover letter and resume to Anne Rhoads, Ph.D., Executive Director, at anne@huyckpreserve.org. Include in your application the names and contact information of three professional references.
- Please indicate the approximate date you would be available to begin work.
- **Applications accepted until January 15, 2021 or until filled.**

The Huyck Preserve is an equal opportunity employer and does not discriminate against persons on the basis of race, religion, national origin, sexual orientation, gender, marital status, age, disability, veteran status or any other status protected by law.