



NATURAL AREAS CONSERVANCY

Finance and Administrative Associate

Organization Overview

The Natural Areas Conservancy (NAC) is a non-profit organization devoted to restoring, managing, and conserving New York City's 20,000 acres of natural areas for all New Yorkers. Our team of scientific researchers and experts preserve and promote ecological diversity and resilience across the five boroughs. A non-profit organization, the NAC participates in a public-private partnership with the NYC Department of Parks & Recreation (NYC Parks) to enable high quality long-term conservation and management of the City's forests and wetlands. A key part of our focus is increasing awareness of and opportunities for the general public to experience and appreciate NYC's abundant nature and diverse ecology.

Position Description:

The Finance and Administrative Associate is a part-time position (approximately 15 hours per week) that will support the NAC's finance and development functions. The Associate will be joining the NAC at an exciting time when the organization is transitioning from fiscal sponsorship and is re-tooling its finance, administrative, and development systems. This is an ideal position for a motivated, entrepreneurial individual with interest and aptitude for systems development. Main tasks include:

- Complete and submit invoices and reimbursement requests for approval by Executive Director.
- Scan and file all invoices and receipts.
- Run QuickBooks reports for grant reporting and NAC Board meetings, and support Development Manager with financial reports.
- Support allocation of revenue and expenditures by liaising with Development Manager.
- Share allocation spreadsheets with Development Manager.
- Monitor all donations, including mail and online.
- Generate donor acknowledgment letters.
- Complete regular updates of the organization's donor database.
- Assist with other administrative and development tasks (e.g. donor events, NAC Board, and Advisory Board meetings), as needed.

Required Skills and Experience

- Progressive experience in an office or administrative setting, ideally in finance, accounting, or contract management
- Strong organizational and quantitative skills and excellent attention to detail
- Familiarity with QuickBooks or comparable small business financial software required
- Working knowledge of MS Office Suite required
- Familiarity with donor databases, such as Bloomerang and Raiser's Edge NXT
- Team orientation; absolute integrity; energetic and energized by working as part of an enthusiastic team of professionals
- Experience in nonprofit or public administration a plus

To Apply

Please send resume and cover letter to jobs@naturalareasnyc.org. Include "Finance and Administrative Associate" in the subject line of the email.