



**PINELANDS  
PRESERVATION  
ALLIANCE**

## **Bookkeeper Position**

The Pinelands Preservation Alliance (PPA), headquartered in Southampton, NJ, seeks a full-time bookkeeper. This is a full-time position and includes access to PPA's health insurance and retirement savings plans and other benefits.

PPA is a 501(c)(3) organization devoted to preserving the natural and historic resources of the NJ Pinelands, a mission we have been pursuing for 30 years. In addition to the usual functions of a nonprofit organization, the Alliance has two initiatives. Pinelands Adventures, a canoe/kayak rental and livery and guided tours program aimed at fostering public understanding and devotion to the Pinelands. Rancocas Creek Farm a sustainable organic farm connected to our mission to protect the Pinelands. More information about PPA and its programs are available at [www.pinelandsalliance.org](http://www.pinelandsalliance.org) and [www.pinelandsadventures.org](http://www.pinelandsadventures.org).

Pinelands Preservation Alliance, Pinelands Adventures and Rancocas Creek Farm are dedicated to furthering justice, equity, diversity and inclusion in their staff and their work. We want everyone to enjoy the benefits the Pinelands provides through low-impact nature recreation, clean air and water, and its unique scenic beauty.

The bookkeeper will perform accounting duties, including accounts payable and receivable, tracking of donated and earned income, tracking expenditures of grant funds, and assisting with payroll and payments to independent contractors, as well as assist in preparing and tracking budgets, and general administrative duties. The bookkeeper will report to the Director of Operations, who reports to the Executive Director. PPA uses Quickbooks for Nonprofits.

Responsibilities include:

- Manage and record all deposits, including checks, cash and online and POS credit card transactions.
- Manage bank accounts, including monthly bank reconciliation.
- Assist with payroll with PPA's third-party payroll service.
- Maintain accounting files.
- Attend to daily financial processes and controls.
- Provide financial reports to managers and board of trustees.
- Assist with annual budgeting and audit preparation.
- General administrative duties.
- Other duties as assigned by the Director of Operations and the Executive Director.

Qualifications:

- Bachelor's degree in any field, an Associate's degree in Accounting, or equivalent work experience.
- At least two years of bookkeeping experience.
- Excellent knowledge of Quickbooks and Excel.

- Excellent communication skills, organizational skills, attention to detail, time management, and flexibility.

**Salary and benefits**

Starting salary will be competitive based on experience and skills. Benefits include access to a health insurance plan, life and disability insurance, access to a retirement savings plan and generous vacation and holidays.

**Work schedule**

Pinelands Preservation Alliance office hours are 9:00 am to 5:00 pm weekdays. Occasional weekend or evening work may be required for special events.

Location: 17 Pemberton Road, Southampton, NJ 08088

Start date: Immediately

Employment type: Full-time

**How to Apply**

Interested candidates should send an email with resume to Audra Hardoon, Director of Operations, [audra@pinelandsalliance.org](mailto:audra@pinelandsalliance.org), by COB August 20th.