



## **Pinelands Preservation Alliance Job Announcement - Bookkeeper**

October 2020

The Pinelands Preservation Alliance (PPA), headquartered in Southampton, NJ, seeks a bookkeeper.

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 is a canoe/kayak rental and livery and guided tours program aimed at fostering public understanding and devotion to the Pinelands. The Rancocas Creek Farm is a sustainable organic farm connected to our mission to protect the Pinelands.

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, 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.
- 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.

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