



Pinelands Alliance

17 Pemberton Rd

Southampton NJ 08088

POSITION AVAILABLE

Finance and Grants Administrator

Pinelands Alliance is seeking a full-time **Finance and Grants Administrator** to manage day-to-day bookkeeping and support grant administration for the Alliance and its subsidiaries: Pinelands Adventures and Rancocas Creek Farm. This position works closely with the Finance Manager and Grant/Project Manager to ensure accurate financial records, compliance with grant requirements, and timely reporting.

Learn more about our organization at www.pinelandsalliance.org and www.pinelandsadventures.org.

Key Responsibilities

Bookkeeping & Financial Administration

- Manage accounts receivable and accounts payable; communicate with vendors as needed
- Record and reconcile financial transactions; identify and resolve discrepancies
- Maintain accounting records in accordance with document retention policies
- Assist with financial closings, organizational budgeting and financial tracking
- Prepare and file sales tax
- Support the annual audit by providing documentation and responding to auditor inquiries
- Participate in staff meetings and organizational activities
- Represent the Alliance professionally in public and supporter interactions
- Perform additional bookkeeping duties as assigned

Grants Administration

In coordination with the Grant/Project Manager:

- Organize grant award letters, contracts, and MOUs
- Maintain grant calendars and track reporting deadlines
- Prepare financial reports for grant applications and funders

- Submit grant reimbursement requests with required documentation
- Enter and properly code grant-related invoices in QuickBooks
- Track matching funds to ensure compliance with grant requirements
- Serve as a liaison with grant funding agencies as needed
- Perform additional grant administration tasks as assigned

Qualifications

- Degree in finance, accounting, or a related field
- Minimum of 3 years of experience, preferably in nonprofit finance
- Strong working knowledge of nonprofit accounting practices
- Demonstrated proficiency with QuickBooks
- Experience with state and federal grant administration preferred
- Excellent attention to detail and organizational skills
- Ability to manage multiple priorities and deadlines
- Strong communication skills and ability to work independently and collaboratively
- Familiarity with MS Office and Salesforce or similar CRM systems preferred

Compensation & Benefits

- **Salary range:** \$50,000–\$55,000 annually, depending on experience
- Benefits include health insurance, 403(b) retirement plan, life and disability insurance, generous vacation and sick/personal leave
- Opportunity to work with a dedicated team in scenic settings featuring forests, wetlands, farmland, historic buildings, and gardens

Pinelands Alliance is an **Equal Opportunity Employer** and does not discriminate based on age, disability, sex, race, religion or belief, gender reassignment, marital status, pregnancy/maternity, or sexual orientation.

How to Apply

Emailed applications will be accepted until January 30th. Please send a cover letter and resume to: Audra Hardoon, Director of Operations
audra@pinelandsalliance.org