



# 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](http://www.pinelandsalliance.org) and [www.pinelandsadventures.org](http://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

Please send a cover letter and resume to: Audra Hardoon, Director of Operations  
audra@pinelandsalliance.org