



Pinelands Alliance

17 Pemberton Rd

Southampton NJ 08088

POSITION AVAILABLE

Bookkeeper

Date: April 2026

Pinelands Alliance is seeking a **Bookkeeper** to perform day-to-day bookkeeping for the Alliance and its subsidiaries: Pinelands Adventures and Rancocas Creek Farm. The Bookkeeper ensures the Alliance has accurate financial records. In this position you will report to the Finance Manager. Working here means working with a great team of colleagues, activists and partners to protect a unique and fragile ecosystem that provides drinking water for millions of people, beautiful places to recreate, and habitats for unique communities of wildlife and plants.

This is a part-time position.

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

Key Responsibilities

Bookkeeping & Financial Administration

- Accurately record deposits including check, cash and online transactions for donations and grant income and for earned income through rentals, fees for service, sales of products, special events and programs, maintaining donor records and documents.
- Accurately recording and paying accounts payable invoices, maintaining vendor records and documents, and contacting vendors as needed.
- Accurately record credit card transactions, maintaining credit card receipts and related documents

- Record and reconcile other internal financial transactions; identify and resolve discrepancies
 - Assist with financial closings, organizational budgeting, preparing and sorting financial reports
 - Prepare and file sales tax
 - File and maintain accounting records in accordance with document retention policies
 - Tracking various information in spreadsheets
 - Assist with the annual audit
 - Reconciliations of various general ledger accounts
 - Assist with answering phone calls
 - Assist with other general administrative and financial duties as assigned by the Finance Manager and Director of Operations
 - Participate in staff meetings and organizational activities
 - Represent the Alliance professionally in public and supporter interactions
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Qualifications

- Minimum of two years of bookkeeping experience
 - Accounting degree or bookkeeping certification is a plus
 - Working knowledge of GAAP principles and nonprofit and accrual basis accounting practices preferred
 - Demonstrated proficiency with QuickBooks preferred
 - Excellent attention to detail and organizational skills
 - Ability to accurately and precisely enter financial transactions, while managing multiple priorities and deadlines
 - Strong work ethic, communication skills and ability to work independently and collaboratively
 - Familiarity with MS Office and Salesforce or similar CRM systems preferred
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Compensation & Benefits

- **Salary range:** \$40,000 - \$43,000 annually, depending on experience
- Position is 30 hours per week
- Benefits include access to a retirement savings plan, and paid time off.
- Alliance staff work regular weekday schedules plus occasional weekends and evenings. This is not a remote position.
- 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

Interested candidates should submit a cover letter and resume to: Audra Hardoon, Director of Operations via email at audra@pinelandsalliance.org.