



Financial Administrator (Part-time)

Reporting to the Executive Director, the Financial Administrator oversees all financial aspects of NERC, including general accounting systems, grant reporting, grant allocation, and maintenance of all fiscal controls and standards. They are also responsible for the preparation and management of budgets, in collaboration with the Executive Director. The Financial Administrator serves as the primary contact with financial institutions, oversees employee benefit administration, and provides accurate and timely financial information to the Executive Director, members of the Board of Directors, and auditors. The part-time position averages 25 hours per week. The candidate must live in the New England region and be able to travel.

Job Responsibilities

Accounting

- Reconcile accounts receivable and payable, communicate delinquent payments with staff to secure funds upon request.
- Create monthly financial statements and prepares monthly warrants.
- Reconcile bank account statements monthly.
- Implement continuous financial audit and control systems to monitor the flow of funds, the adherence to the budget, expenditures, income, and other budgetary items.
- Grant tracking cost-allocating.
- Prepare budgets, balance sheets, and profit/loss statements.
- Publish financial statements and reporting timely; ensure reported results comply with generally accepted accounting principles or financial reporting standards.
- Complies with federal, state, and local legal requirements by enforcing adherence to requirements; filing reports; advising management on needed actions.
- Make bank deposits.
- Prepare 1099 forms for contractors on annual basis and maintain contractor files.
- Prepare year-end bookkeeping data for auditor and provide assistance.
- Assist contracting accountant in tax planning throughout the fiscal year and in filing annual corporate tax return.
- Reinforce financial data confidentiality and conduct database backups when necessary.

Administration and Human Resources

- Administer bi-monthly payroll and employee benefits.
- Develop timesheet and track staff hours by project codes in Quickbooks.
- Create annual staff travel/expense reimbursement forms.
- Check local mailbox weekly and disburse mail electronically; post outgoing mail.

Desired Skills and Qualifications

- Associate's degree or higher in Accounting, Finance, or Business Administration
- Minimum of four (4) years' experience in accounting or related work.
- Additional certification (CPA or CMA) is a plus.
- Experience managing and tracking grant financials and working with multiple legal entities.
- Proficiency in Microsoft Office Suite, with an ability to become familiar with other programs and software as needed, such as CRM databases.
- Hands-on experience with accounting software such as QuickBooks
- Excellent communication skills, both verbal and written.
- Attention to detail and accuracy of work.
- Strong analytical skills.
- Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP) and Statements of Financial Accounting Standards (SFAS).
- Possesses strong integrity and ability to maintain confidentiality.
- Must be able to travel and must live in the Northeast region of the United States.
- Interest in materials management evidenced by a sense of energy, ownership, and personal connection to the work and the communities we serve.

Salary and Benefits

NERC offers remote, telework and travel reimbursement for company conferences. Part-time benefits include vacation time. The hourly rate for this position ranges from \$28-\$33/hour (commensurate with experience).

Non-Discrimination Policy

No person shall be discriminated against based on race, color, national origin, religion, sex, gender identify (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, reprisal or retaliation for prior civil rights activity in any program of activity.

Application Details

- Applicants must undergo a background check.
- Desired start date December 4, 2023.
- Send resume/CV and cover letter to executive.director@nerc.org.

About Northeast Recycling Council

The Northeast Recycling Council, Inc. (NERC)'s mission is to minimize waste, conserve natural resources, and advance a sustainable economy through facilitated collaboration and action. Since 1985, NERC has led projects that influence policy and affect change through research, technical assistance, and education. NERC is committed to recycling market development to optimize and propel new solutions for - and equitable access to - sustainable materials management.

As a multi-state 501(c)(3) non-profit organization, our programs emphasize source reduction, reuse, recycling, composting, environmentally preferable purchasing, and decreasing the toxicity of the solid waste stream in the 11-state region comprised of Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Maryland, Pennsylvania, Rhode Island, and Vermont. NERC's members extend beyond member states to 100+ organizations dedicated to achieving an environmentally sustainable economy.

We are committed to representing our diverse world while providing equitable access to effective sustainable materials management. Our goal is to foster a DE&I culture that recognizes and values people from all communities.