



## NORTH BROOKLYN PARKS ALLIANCE

### **POSITION OPENING: FINANCE & OFFICE MANAGER**

North Brooklyn Parks Alliance, the nonprofit parks conservancy serving public green spaces in Greenpoint & Williamsburg, is currently seeking a highly motivated Finance & Office Manager to work closely with the Executive Director to manage daily finance, operational logistics, and administrative tasks for the organization. Founded in 2003 as the Open Space Alliance, the North Brooklyn Parks Alliance (NBK Parks) raises private funds and partners with NYC Parks to maintain existing parks, create new parks, and produce dynamic programming that improves the lives of over 200,000 North Brooklynites. Visit [nbkparcs.org](http://nbkparcs.org) to learn more about our work.

The Finance & Office Manager is a new full-time position that supports the implementation and maintenance of financial policies, strategies, and practices and will have a particular focus on maintaining financial records, coordinating office logistics in accordance with organizational objectives, and reconciling all accounts. The Finance & Office Manager will also help implement new policies, systems, or controls informed by nonprofit best practices and designed to improve efficiency and reduce risk.

### **PRIMARY RESPONSIBILITIES:**

#### *FINANCE*

- Perform daily accounting tasks: Process accounts payables and prepare checks; coordinate and log bank deposits, wire transfers, and withdrawals; reconcile invoicing and bank statements; financial tracking of restricted grants
- Maintain and retain financial records for compliance, record-keeping, archiving, and facilitation of monthly and quarterly reporting and budget tracking
- Implement and monitor policies, systems, and controls to ensure smooth financial ops and mitigate risk
- Identify opportunities to streamline and improve processes, providing input for automating processes, and actively implementing changes, as needed
- Coordinate document preparation and provide support for the annual audit
- Assist with the preparation, administration, and reporting on government contracts
- Support and train teams across the organization with their finance needs, providing timely and comprehensive responses

#### *OPERATIONS AND ADMINISTRATION*

- Maintain and troubleshoot general office systems, facilities, equipment, and organization files
- Negotiate the purchase of office and program supplies for the staff in accordance with company purchasing policies
- Assist with Board of Directors communications: coordinate logistics for monthly Committee Meetings and quarterly Board Meetings, including calendar invites, catering, and meeting minutes; maintain up-to-date Board records and contact information
- Serve as liaison between Insurance Providers and staff with requests for updated Certificates of Insurance as needed and maintain insurance coverage log
- Oversee office information technology systems, including software and hardware, either by serving as in-house resource or coordinating with outside consultants; ensure operation of office equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories, and evaluating new equipment and software needs
- Manage Google Workspace including creating/deleting email addresses as needed, performing password resets, calendar sharing and Google Drive management

## **QUALIFICATIONS:**

- 5+ years of work experience in nonprofit accounting and/or finance; demonstrated knowledge of accounting, business, math or related field(s) is a plus
- High proficiency in office and web-based applications including QuickBooks, G-Suite, Zoom, and Adobe Acrobat
- Well-organized, detail-oriented, and analytical; clear communication skills—both written and verbal
- Ability to work effectively independently and as part of a team; openness to evolving responsibilities
- Outstanding project management skills, excellent in managing shifting timelines and priorities, able to accurately and thoroughly follow-through, able to manage multiple projects and meet deadlines
- Impeccable judgment and discretion regarding sensitive/confidential personal and legal information

## **COMPENSATION:**

This is a full time position with a salary of \$65,000, plus an attractive benefits package that includes full health coverage and two weeks of paid vacation.

## **WORK HOURS & SCHEDULE:**

NBK Parks is located in Bushwick Inlet Park in Williamsburg, Brooklyn; office hours are Monday – Friday / 9:30am – 5:30pm. Please note this position also includes participation in a select range of activities beyond the typical work day, including North Brooklyn events and programs, fundraising initiatives, tours, and stewardship and cultivation activities as needed.

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*North Brooklyn Parks Alliance is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. NBK-Parks is committed to building a culturally diverse community and strongly encourages applications from candidates from underrepresented communities.*