



POSITION AVAILABLE

Accounting and Office Administrator

ORGANIZATION

Founded in 1987, New Jersey Future is a nonprofit, nonpartisan organization that promotes sensible growth, redevelopment, and infrastructure investments to foster vibrant cities and towns, protect natural lands and waterways, enhance transportation choices, provide access to safe, affordable and aging-friendly neighborhoods, and fuel a strong economy. New Jersey Future does this through original research, innovative policy development, coalition-building, advocacy, and hands-on technical assistance. Embracing differences and advancing fairness is central to New Jersey Future's mission and operations. New Jersey Future is firmly committed to pursue a culture of greater justice, equity, diversity, and inclusion through its programs, internal operations, and external communications. The organization is based in downtown Trenton, NJ. For more information, visit www.njfuture.org.

SUMMARY

New Jersey Future is looking for a mission-oriented, hands-on professional with experience performing full-charge bookkeeping and overseeing administrative operations in a small organization - under 20 employees with an annual budget of around \$2 million. Reporting to the Executive Director (ED), the Accounting and Office Administrator is a full-time position responsible for overseeing and implementing organizational operations, including bookkeeping, budgeting, administration, human resources, risk management, information technology, and business planning and operations.

The administrator will not be directing staff, but rather responsible for individually completing all of these tasks with minimal staff support. The administrator will work closely with the ED and the leadership team to strengthen overall organizational capacity and impact, develop new program areas, and influence broader policy efforts. This position is an exciting opportunity for an individual with a strong bookkeeping and operations background to strengthen and expand the internal capacity of a well-respected, mission driven organization focused on state and local change with national influence.

RESPONSIBILITIES

- **Accounting:** Provide accounting oversight and services for the organization and be responsible for performing the entire range of bookkeeping duties, similar to a full-charge bookkeeper with a broader range of responsibilities.
 - Manage and perform monthly accounting processes, including bookkeeping, payroll management, invoicing, accounts payable, and accounts receivable. Manage relationships with key external vendors.
 - Manage organizational cash flow, forecasting, bank, and investment accounts.
 - Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials; and oversee all financial, project/program, and grants accounting.

- Implement a grant/contracts management and reporting system; ensure that the grant/contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
 - Implement a donor management and reporting system; ensure that corporate and individual donor giving are tracked and coordinated with financial books.
 - Develop and implement sound fiscal management practices and internal controls, including updating internal policy and procedures manual.
 - Oversee and lead the annual budgeting and planning process in conjunction with the ED.
 - Coordinate and lead the annual audit process; liaise with external auditors and the finance committee of the board of trustees and the board Treasurer.
- **Administration:** Oversee and perform all administrative management functions for the organization, including building and office management, human resources, risk management, and information technology.
 - Oversee and carry out general office management and administrative functions, including the organization's building facility, to ensure efficient and consistent operations as the organization scales.
 - Track organizational needs and manage all telecommunications, computer hardware and software issues, procuring new equipment as needed and working with a third-party specialist.
 - Oversee risk management and legal activities, including business insurance, memorandums of agreement, contracts and other legal documents and agreements. Ensure compliance with all applicable laws and regulations.
 - Develop and implement strategies and enforce department accountabilities around recruitment and staffing, employment processing, compensation, employee benefits (including health), training and development, records management, employee relations and retention.
 - Manage the document flow for hires, terminations, leaves, salary changes, special payments, and ensuring that new hires have adequate workspace and office equipment.
 - Manage intern and staff recruiting processes and ensure that processes are consistent, streamlined, and advance the organization's diversity and inclusion goals.
 - Improve and manage an onboarding and training program to educate employees regarding mission, programs, staff tools, policies, and procedures.
 - Maintain knowledge of industry trends and employment legislation and ensure compliance with federal and state legislation pertaining to all personnel matters.
 - Assist the ED in the annual review, preparation, and administration of New Jersey Future's wage and salary program, job descriptions, and employee evaluation process.
 - **Business Operations and Planning:** Oversee accountability measures and support strategic planning.
 - Work with program staff to ensure that projects are on-time and on-budget and that reporting requirements are being fulfilled.
 - Work in partnership with ED and leadership team to implement new strategic initiatives, including new program areas.
 - Provide financial and operational input for all strategic planning processes.
 - Possibly manage future direct reports.

REQUIREMENTS

New Jersey Future seeks an Accounting and Office Administrator who believes in our core mission and has experience developing and managing strong financial and operational systems in a mission-driven, entrepreneurial environment. We also seek an effective team player who can motivate, inspire, and collaborate. The administrator will need to be able to perform all of the day-to-day tasks with no or minimal staff support. This is not a position managing a department of multiple staff.

- At least seven years of overall professional experience; ideally five-plus years of experience overseeing and performing all accounting and operations management for an organization.
- Proven track record in organizational budgeting and bookkeeping, including experience with and understanding of general accounting, grant tracking and management, donor management, payroll management, human resources, and general business systems and functions.
- Demonstrated success in developing and monitoring financial systems.
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Ability to work in an entrepreneurial, fast-paced environment. Strong work ethic, flexible, and able to multitask and wear many hats.
- Tireless attention to detail and ability to complete work with the highest level of accuracy and efficiency.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software.
- Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities.
- Self-directed, positive, energetic, flexible, collaborative, and team oriented individual.
- Personal qualities of integrity, credibility, and dedication to the mission of New Jersey Future.

COMPENSATION

Salary and benefits are commensurate for a full-charge bookkeeper with a broader range of skills and experience, and on the scale of a small non-profit organization. Salary is negotiable.

APPLICATION

Interested and qualified candidates should submit a cover letter, including salary requirements, and a resume to njfuture@njfuture.org.



At New Jersey Future, we embrace differences and advance fairness as a means to nurturing powerful ideas and realizing meaningful social change. All qualified candidates are encouraged to apply and will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.