



Job Opportunity: Finance Manager

About the Position:

Finance Manager

The Finance Manager has overall responsibility for all financial functions of the organization, including payroll for a staff of nine, monthly financial reporting, annual budget preparation, grant administration, management and accounting, audit oversight and 1099 preparation. In addition, this position works with other team members to organize, staff and support several large scale annual events. The position reports directly to the Executive Director, but works collaboratively with seven other professionals in communications, grants, trails management, educational programming and administration.

SRG is seeking to fill this position with a finance/accounting professional with a minimum of five years of related experience. Salary range is \$65,000 to \$70,000 plus benefits. SRG currently offers the option for up to two days a week of remote work.

Qualifications

The successful applicant will be expected to demonstrate the following competencies:

- Bachelor's degree in finance, accounting or other business related field, but significant related experience will be taken into consideration if degree is in an unrelated field
- Five to seven years of professional experience
- CPA, MBA or other advanced finance related credentials preferred
- Experience and expertise with general ledger software strongly preferred
- Advanced proficiency in Excel required
- Experience in the non-profit and grant administration field preferred
- Excellent communication skills, both written and verbal
- Problem solving skills, exemplary attention to detail, multitasking and time management skills are most critical
- Must be able to work independently, but also be comfortable with collaborative working relationships, relating well with people and partners at all levels and from all communities
- Must be able to attend occasional evening or weekend events
- Position requires occasional work outdoors

The Finance Manager will be expected to work from SRG's offices in Pottstown, PA with the option for up to two days a week remote.

Position Details

Following is a more detailed listing of the duties and responsibilities of this position:

- Enter monthly journal entries to properly record accounting transactions, ensuring that journal entries have proper back up to substantiate the entry.
- Enter bills, pay bills, and coordinate the timing and organization of disbursements.
- Track timesheets, execute time and attendance processing and interface with payroll provider
- Prepare monthly financial reports as needed by the Board of Directors, Executive Director, and staff.
- Assist Executive Director in preparing yearly operational budget.
- Complete federal forms and submit performance reports to the National Park Service annually as well as keep organization status updated in SAM.
- Apply for quarterly draws on federal appropriations through ASAP.gov.
- Reconcile all bank accounts, petty cash, credit card, and PayPal monthly.
- Conduct banking/cash management, including transfers among accounts, to cover payroll and invoices.
- Support management with accounting functions, including coding, expenses, invoices and billing issues with vendors, and tracking all program and grant funds.
- Maintain and oversee human resource records, banking, investments, 401k, insurance records, worker's comp, assets, and other records required by law or for audit purposes.
- Prepare for and oversee annual audit of the organization, as well as any program audits required by local, state or federal funding sources in conjunction with a professional auditing firm.
- Record W-9 information and prepare 1099s at year-end. Distribute 1099s to recipients, IRS and state/local taxing authorities as necessary.
- Pay quarterly Sales Tax.
- Complete Annual Workers' Comp audit.
- Work with organization team members in supporting several events each year.
- Assist with grant program audits as requested by funders
- Oversight of book keeping and accounting procedures of partner organization, Take It Outdoors
- Potentially management of a part-time book keeper

How to Apply:

Please send cover letter and resume via e-mail with the subject line "Finance Manager Position" to:

Elaine Schaefer, Executive Director, eschaefer@schuylkillriver.org.

All submissions must be received by 4 PM on Friday April 14, 2023..

About SRG:

Encompassing 1.2 million acres over 1,700 square miles, Schuylkill River Greenways NHA links 3.2 million people across five Pennsylvania counties – Schuylkill, Berks, Chester, Montgomery and Philadelphia – to the unparalleled opportunities afforded by the Schuylkill River, the Schuylkill River Trail and the surrounding watershed.

The mission of SRG is to connect residents, visitors and communities to the Schuylkill River and the Schuylkill River Trail by serving as a catalyst for civic engagement and economic development in order to foster stewardship of the watershed and its heritage.

The mission is realized by leveraging the River and the award-winning Schuylkill River Trail – both the land and the water trails – as platforms for revitalization of surrounding communities, for stewardship of natural resources, for improved public health through recreation, and for greater appreciation of the region’s cultural heritage. The Schuylkill River Trail is SRG’s signature project – today, there are about 80 completed miles of the planned 120-mile land trail working to connect Frackville to Philadelphia. The Trail also provides connection for the five National Park sites within the Heritage Area.

SRG works with over 140 different formal and informal partners to achieve its vision of the Schuylkill River watershed as a thriving and economically revitalized region, whose residents and visitors understand, value and are fully committed to the stewardship of the river and its heritage. SRG has recently completed a ten year strategic plan, which provides an aspirational and achievable roadmap with a detailed action plan for the next three years and overarching goals for the next decade.

Founded in 1974 as the Schuylkill River Greenway Association, the organization focused on the preservation of the riverfront in Berks and Schuylkill Counties. SRG has grown in its mission and geographic scope over the years and today is a non-profit organization guided by a Board of Directors and supported by a staff of nine. SRG is supported in executing its work through federal (NPS) and state (DCNR) budget appropriations and also through grants and donations from foundations, corporations and individuals committed to advancing SRG’s mission.

The economic benefits derived by the region from SRG’s work are real and significant. The findings of a recent comprehensive economic impact study conducted by Tripp Umbach were impressive: the natural and historical features of SRG generate \$589.9 million in economic impact, support over 6,000 jobs, and generate \$37.7 million in tax revenue.

Learn more about SRG, its programs, leadership and history by visiting www.schuylkillriver.org.