



# CONNECTICUT

## RESOURCE CONSERVATION & DEVELOPMENT

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### **PART-TIME FINANCIAL ADMINISTRATOR JOB DESCRIPTION AND POSTING**

<b>Title:</b>	Financial Administrator
<b>Employer:</b>	Connecticut Resource Conservation & Development Area, Inc. (CT RC&D)
<b>Employment Status:</b>	Part-Time, Hourly
<b>Hours:</b>	15-20 hours per week, flexible work schedule
<b>Location:</b>	This is a hybrid position. Day-to-day work can take place remotely (work from home) or at the CT RC&D office. In-person attendance is required for staff meetings which take place at the CT RC&D Office located at the UCONN Extension Center - 1066 Saybrook Road, Haddam, CT 06438.
<b>Pay Range:</b>	\$30 - \$40 per hour, depending on experience (no relocation reimbursement)
<b>Benefits package:</b>	Pro-rated paid vacation, personal leave, sick time & holidays, and contribution toward a qualified retirement plan, in addition to all legally required benefits such as Medicare, Unemployment, Workers' Compensation Insurance, and Social Security.

#### **Organization Profile:**

Connecticut Resource Conservation & Development Area, Inc. (CT RC&D) is an over 55-year-old nonprofit organization that specializes in strategic partnership development, agricultural viability, rural economic growth, and natural resource conservation. The organization has honed its ability to positively impact Connecticut residents and businesses by teaming with other nonprofits, local-regional-state-federal government, as well as educational institutions to create sustainable, synergistic, and dynamic projects and programs. These projects and programs have positively affected economic growth, viability of agriculture, job creation, and small businesses, as well as conservation efforts. CT RC&D's impact area is the entire state of Connecticut, with a focus on rural and underserved communities. The CT RC&D Council is comprised of partner organizations (80%) and at-large members of the community (20%). Currently, the CT RC&D staff team is made up of 2 full time staff, 4 part time staff, and 10 staff who work full time in the Job JumpStart Program.

#### **Job Duties and Responsibilities:**

The Financial Administrator is a detail oriented, self-starter working under the direct supervision of the Executive Director and the Governance & Finance Committee and is responsible for the administration of all financial duties for the organization. The Financial Administrator provides confidential financial and human resource support to the Executive Director and the CT RC&D Council.

This is a professional level position, and the person must be experienced in the areas of payroll and human resources administration, accounts receivable/accounts payable, nonprofit grant management accounting, investment tracking, quarterly and annual financial and grant reporting, and budget preparation. This position requires advanced proficiency with QuickBooks Desktop Pro, Microsoft Office 365, Adobe Acrobat PDF management, strong organizational and time management skills, and great collaboration and communication skills.

**Financial Administration tasks will include, but are not limited to:**

- Maintain the financial records and transactions of the organization with accuracy
- Reconcile bank and credit card statements to ensure accuracy
- Process accounts payable and account receivable, including invoicing
- Prepare and file quarterly and annual state tax returns, including payroll tax, and supply the CPA with information for income tax
- Assist the CPA in the preparation of the Form 990, with input from the Executive Director and Governance and Finance Committee
- Prepare quarterly, semi-annual, annual, and final reporting for state and federal grants, including cost reconciliations
- Assist with budgeting and forecasting
- Prepare bank deposits, write checks (electronic and physical)
- Record depreciation of fixed assets
- Perform various clerical accounting functions as requested by the Executive Director
- Research updates to federal government indirect cost rate for organization, apply rate to each Class and per contract limits
- Research cost-effective options for financial services including, but not limited to: insurance, accounting services, financial and banking services, and investment services
- Inform the Executive Director of upcoming renewals (insurance policies, memberships, etc.)
- Prepare invoices on a monthly basis on project hours reported on timesheets to receive grant payments
- File taxes and government reports quarterly, or as required
- Generate a monthly cash flow report and profit and loss report for the Executive Director to provide the Council's Governance and Finance Committee
- Provide financial support to CT RC&D staff
- Annually, prepare reconciliation reports for a state mandated independent financial reports or audit as required
  - This process entails the transfer of billable and non-billable hours from QuickBooks to a Microsoft Excel Spreadsheet where individual employee's time and wages are reconciled with the fiscal year's invoices and overhead calculation
- In collaboration with the Executive Director and/or the Governance and Finance Committee, the Financial/Human Resources Administrator acts as staff for additional organizations supported by CT RC&D where work is restricted to the extent that it does not interfere with Financial Administrator's primary job function

**Human Resource Administration tasks will include, but are not limited to:**

- Assist the Executive Director with oversight and implementation of all human resource functions within the organization, working closely with the Financial and Administrative Coordinator
- Track billable time and timesheet logs to individual grant accounts and financial statements for grant-based quarterly reporting
- Initiate quarterly notification to employees of existing leave time status, updating leave plans, monitoring leave accrual balance, and implementing corrections for revisions made for timesheet entry errors
- Calculate retirement payments
- Process general payroll deductions, state reporting, and taxes
- Answer employee inquiries regarding paychecks and payroll practices and procedures
- Maintain various records and files for payroll data and forms
- Prepare biweekly payroll transactions
- Periodically prepare billable rates for each employee to apply to grant programs
- Assist with the implementation of the personnel policies of the organization

## **Knowledge, Skills, and Abilities:**

### **Minimum Qualifications:**

This is a professional level position, and the person must be experienced in the areas of payroll and human resources administration, accounts receivable/accounts payable, nonprofit grant management accounting, investment tracking, quarterly and annual financial and grant reporting, and budget preparation. This position requires advanced proficiency with QuickBooks Desktop Pro, Microsoft Office 365, Adobe Acrobat PDF management, strong organizational and time management skills, and great collaboration and communication skills.

### Candidates must have:

- Five (5) years direct experience in financial management accounting
- Demonstrated experience in the areas of payroll and human resources administration, accounts receivable/accounts payable, nonprofit grant management accounting, investment tracking, quarterly and annual financial and grant reporting, and budget preparation
- Demonstrated experience indicating advanced proficiency with QuickBooks Desktop Pro, Microsoft Office 365, and Adobe Acrobat PDF management
- A keen attention to detail
- An ability to communicate, both verbally and in written form
- Experience and ability to work in a confidential environment

**Preferred Qualifications** - While the following are not specific requirements for the position, and on-the-job training will be provided, these factors will be highly regarded during the review process.

- A bachelor's degree in accounting, business or nonprofit administration, or other related degree
- Knowledge of state and federal laws pertaining to financial record keeping, GAAP standards, and tax filing
- Knowledge of state and federal cost standards, such as the Uniform Guidance
- Curious, creative, and enthusiastic about conservation, agriculture, and rural economic growth

*Position Description Last Updated: March 8, 2024*

### **Application Instructions:**

Only complete applications will be considered. A complete application must include a cover letter that demonstrates the candidate's knowledge, skills, abilities as they pertain to the minimum and preferred qualifications. Additionally, the candidate must include a resume outlining their degree and relevant professional experience.

**Applications must be emailed to [employment@ctrcd.org](mailto:employment@ctrcd.org). Review of applications will begin immediately. This position is open until filled.**

***CT RC&D is an Equal Opportunity Employer. Our mission is best advanced by the leadership and contributions of people of diverse backgrounds, beliefs, and culture. We encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.***