



Connecticut Resource Conservation & Development

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FINANCIAL COORDINATOR JOB DESCRIPTION & APPLICATION INSTRUCTIONS

Job Title:	Financial Coordinator
Employer:	Connecticut Resource Conservation & Development Area, Inc. (CT RC&D)
Employment Category:	Part-Time, Hourly, Non-Exempt
Hours:	20 Hours/Week - Flexible work schedule within the hours of 8AM – 4PM
Location:	This is a hybrid position. Day-to-day work will take place remotely. In-person attendance is required for staff meetings, which typically take place at the CT RC&D Office located at the UCONN Extension Center - 1066 Saybrook Road, Haddam, CT 06438.
Hourly Pay:	\$28 - \$35 per hour, depending on experience (no relocation reimbursement)
Benefits:	Company contribution to a SEP IRA retirement plan with no matching requirement. 14 pro-rated paid holidays and 5 pro-rated paid personal days. Vacation and sick time that accrues. All legally required benefits such as Medicare, Unemployment, Workers' Compensation Insurance, and Social Security. Employee contribution, via payroll deduction, to medical, dental, and vision plans or to a Section 125 Flexible Spending Account or Dependent Care Account.

Organization Profile:

The Connecticut Resource Conservation & Development Area, Inc. (CT RC&D) is a 501(c)(3) 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. 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 8 full-time staff and 3 part-time staff. While CT RC&D leadership proactively seeks funding, the organization is primarily funded by grants and, as such, that funding determines what positions are available. However, all employees are hired at-will for an indefinite period.

Job Summary:

The Financial Coordinator is a detail-oriented, self-starter working under the direct supervision of the Executive Director, or designee, and is responsible for maintaining the financial records and transactions of the organization with accuracy. The Financial Coordinator provides confidential financial and payroll support to the employees of the organization, the Executive Director, and the CT RC&D Council. This position also works closely with the CT RC&D Financial Director, Human Resources Operations Coordinator, and agricultural and environmental programs staff. CT RC&D will perform a standard background check with local, state, and national law enforcement on any candidate offered the position.

The person must be experienced in the areas of payroll processing, accounts receivable/accounts payable, grant accounting/reporting, and tax 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.

Duties and Responsibilities include but are not limited to:**Payroll Processing**

- Preparing biweekly payroll transactions.
- Processing general payroll deductions, state reporting, and taxes.
- Maintaining various records and files for payroll data and forms.
- Answering employee inquiries regarding paychecks and benefits.
- Calculating retirement payments.
- Preparing and filing quarterly and annual state tax returns, including payroll tax, and supplying the CPA with information for income tax.

Accounts Receivable/Accounts Payable

- Processing accounts payable and accounts receivable, including invoicing.
- As necessary, posting new assets to the fixed asset log.
- Preparing bank deposits, writing checks (electronic and physical).
- Informing the Executive Director of upcoming renewals (insurance policies, memberships, etc.).
- Generating ad hoc reporting, as requested.

Grant Accounting/Reporting

- Tracking billable time to individual grant accounts for grant reimbursement and reporting.
- Preparing monthly or quarterly invoices to receive grant reimbursements.
- Preparing required quarterly, semi-annual, annual, and/or final reporting for state, federal, or private grants.

Tax and Budget Preparation

- Preparing and filing quarterly and annual state tax returns, including payroll tax, and supplying the contracted CPA with information for income tax.
- Assisting the Financial Director and the contracted CPA in the preparation of the Form 990, with input from the Executive Director and Governance and Finance Committee.
- Assisting with budgeting and forecasting.

Other

- Learning and following the financial and personnel policies of the organization
- Completing other duties as assigned by the Executive Director or Financial Director.

Knowledge, Skills, and Abilities:**Candidates Must Have:**

- Three (3) years direct experience in nonprofit accounting.
- Demonstrated experience in the areas of payroll processing, accounts receivable/accounts payable, grant accounting/reporting, and tax 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.
- The 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, 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.
- Curiosity and/or enthusiasm for agricultural viability, rural economic growth, and natural resource conservation.

Job Description last updated July 18, 2025.

Application Instructions:

Candidates must email a cover letter and resume detailing relevant experience and professional qualifications that describe their knowledge, skills, and abilities to employment@ctr.cd.org. Incomplete applications will not be accepted. Position to remain open until filled. Interviews will be scheduled after August 15, 2025.

CT RC&D is an Equal Opportunity Employer.