

NEW POSITION ANNOUNCEMENT
DELAWARE & LEHIGH NATIONAL HERITAGE CORRIDOR
Finance & Personnel Manager

About the Position:

The Finance & Personnel Manager has overall responsibility for all financial functions and overseeing human resources activities of the Delaware & Lehigh National Heritage Corridor, Inc. (D&L) - a 501(c)3 nonprofit organization - including payroll for full time and seasonal employees, monthly financial reporting, annual budget preparation, grant monitoring and administration, accounting, audit oversight and 1099 preparation, as well as overseeing the creation (if necessary) and maintenance of financial and human resource records required by law. This position works with other team members to organize, staff and support three large scale annual events. The position reports directly to the Executive Director, but works collaboratively with other professionals in communications, grants, trails management, educational programming and administration.

The D&L is seeking to fill this position with a finance/accounting professional with a minimum of five years of related experience. Salary range is \$50,000 to \$60,000 plus benefits, including health insurance, vacation, paid holidays, 403(b) retirement and professional development training available.

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.
- CPA or other advanced finance related credentials preferred.
- Experience and expertise with QuickBooks.
- 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 D&L's offices in Easton, PA.

Position Details

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

- Provide strategic counsel for the organization's fiscal strength and financial analysis of the organization's overall operations and programs upon request.
- 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, 403b, 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.
- Assist Executive Director in preparing yearly operational budget.
- Prepare monthly financial reports as needed by the Board of Directors, Executive Director, and staff.
- Complete federal forms and submit performance reports to the National Park Service quarterly as well as keep organization status updated in SAM.
- Apply for quarterly draws on federal appropriations through ASAP.gov.
- Enter bills, pay bills, and coordinate the timing and organization of disbursements.
- Conduct banking/cash management, including transfers among accounts, to cover payroll and invoices.
- Enter monthly journal entries to properly record accounting transactions, ensuring that journal entries have proper back up to substantiate the entry.
- Reconcile all bank accounts, petty cash, credit card, and PayPal monthly.
- Pay quarterly Sales Tax.
- Record W-9 information and prepare 1099s at year-end. Distribute 1099s to recipients, IRS and state/local taxing authorities as necessary.
- Complete Annual Workers' Comp audit.
- Keep records of benefit plans and participation in insurance and pension, personnel transactions such as hires, promotions, transfers, performance reviews and terminations and related statistics for reporting.
- Track timesheets, execute time and attendance processing and interface with payroll provider and QuickBooks. Knowledge of JetPay payroll system preferred.
- Respond to inquiries regarding policies, procedures and programs.
- Participate in entry and exit interviews as requested.
- Work with organization team members in supporting several events each year.
- Assist Museum Store Manager in processing receipts via Square
- Assist Museum & Education Department managing fieldtrip reservations, book orders and associated transactions

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function. The noise level in the work environment is usually moderate.

Background

The Delaware & Lehigh National Heritage Corridor (D&L) preserves the historic pathway that carried anthracite coal and iron from Wilkes-Barre to Bristol, PA. Today, the D&L Trail connects people to nature, culture, communities, recreation and our industrial heritage. The organization was established by Congress in 1988 to celebrate our nationally significant story centered on the transport of anthracite coal from the mines of Luzerne and Carbon County to the markets in the Lehigh Valley and Philadelphia (via Bucks County). The D&L Trail is a multi-use trail spanning 165 miles from the mountains of northeast Pennsylvania, along rivers and through the Lehigh Valley and Bucks County. It's 92% complete. We are a diverse organization with the ability to connect people to unique experiences in nature and the environment, community and economic impact, health and recreation, history, preservation, and education. Along with the National Canal Museum (an AAM accredited Smithsonian Affiliate), we make our home in Hugh Moore Park in Easton PA.

How to Apply:

Please send cover letter and resume via e-mail with the subject line "Finance & Personnel Manager Position" to finance@delawareandlehigh.org. No phone calls please.