



The Greenburgh Nature Center is looking for a junior accountant. The Nature Center is a 33-acre nature preserve in the heart of lower Westchester County. Our mission is to ignite passion, curiosity, and respect for our natural world.

Position Description - Junior Accountant

The Finance and Administration Department is seeking an Accountant to join our team. This position is a critical role in the Finance with responsibility for managing accounting functions essential to financial reporting and analysis. The ideal candidate will be reliable, have a strong work ethic, work well in a team, and have an ongoing interest and willingness to learn, improve processes and take on new responsibilities.

Responsibilities

- Book and reconcile all bank activity, bills, receipts, charges, etc.
- Manage Accounts payable – verify and book all vendor bills
- Create and book invoices for customers; manage accounts receivable
- Reconcile donations between books and CRM (Donor Management) application
- Handle other accounting functions related to accruals, fixed assets, grant tracking, etc.
- Maintain files for bills, invoices, statements, contracts, grants and financial statements
- Manage the membership data and systems
- Maintain inventory and cash registers for small gift shop and maintain inventory of office supplies
- Assist with annual audit

Requirements

- Bachelor's degree in accounting or finance, US work authorization
- 1 - 3 years of related work experience
- Strong organizational skills and keen attention to detail
- Excellent computer skills and experience using Quickbooks Accounting Software
- Good oral and written communication skills
- Ability to handle multiple projects and properly prioritize deadlines
- Experience with PayPal, Stripe, JotForm, Clover or Check Front are a plus

Work Days: Full time, salaried position, Generally Monday - Friday; 9 AM - 5 PM with flexibility for special events, programs, coverage.

To Apply: Please send your resume and cover letter to finance@greenburghnaturecenter.org

At Greenburgh Nature Center we value all employees and job candidates as unique individuals, and we welcome the variety of experiences they bring to our company. As such, we have a strict non-discrimination policy. We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native



language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law. We encourage everyone to apply!