



Erie Canalway Heritage Fund, Inc.
P.O. Box 219, Waterford, NY 12188 ■ 518-237-7000
www.eriecanalway.org

**JOB OPENING:
DIRECTOR OF FINANCE**

The Erie Canalway National Heritage Corridor, through its nonprofit Erie Canalway Heritage Fund, Inc., is seeking to hire a talented individual to manage all aspects of our organization's finances and related activities.

Are you the right person to perform important, detail oriented financial work that helps us create vibrant and sustainable communities connected by our upstate New York waterways?

About the Organization

The **Erie Canalway National Heritage Corridor** collaborates with federal and state government, local municipalities, nonprofit organizations, and community residents to preserve and interpret the nationally significant heritage of New York's canal system, provide world-class recreational and educational opportunities, foster economic revitalization, and improve the quality of life in Corridor communities. The Erie Canalway National Heritage Corridor spans more than 500 miles across the full expanse of upstate New York. It includes the Erie, Champlain, Cayuga-Seneca and Oswego canals and their historic alignments.

The **Erie Canalway Heritage Fund, Inc.** is a not-for-profit corporation, with an IRS 501(c)(3) determination, that works in partnership with a federal Commission to raise, manage and deploy resources for the Erie Canalway National Heritage Corridor.

Please visit www.eriecanalway.org/ for current activities and background information.

Summary of Duties and Responsibilities

The selected individual will work under the supervision of the Executive Director.

- **Day-to-Day Financial Management and Record Keeping**
 - Responsible for standard book/record keeping tasks in accurate and timely manner, including managing payables and receivables, making bank deposits, monthly bank reconciliations; reconcile credit card statements and maintaining records of supporting documentation

- Maintain financial books and records, including general ledger, according to generally accepted accounting principles and organizational policies using QuickBooks (or other management approved) accounting software
- **Administration of Payroll and Assistance with Human Resource Management**
 - Oversee payroll
 - Manage employee time sheets
 - Analyze and utilize employee time data to accurately allocate resources across program areas
- **Preparation of Internal Financial Statements**
 - Prepare accurate financial statements on a quarterly basis, along with other statements as requested
 - Manage year-to-date performance compared to budget and prior year
 - Serve as lead staff to Finance Committees
- **Facilitation of Audits**
 - Prepare financial statements at end of fiscal year (9/30)
 - Serve as primary liaison with auditor(s) and prepare all required schedules
 - Coordinate preparation and filing of Federal Form 990 and NYS CHAR 500 with auditor(s)
 - Serve as lead staff to Audit Committees
- **Preparation of Budgets**
 - Prepare annual operating budgets, along with grant and contract budgets
 - Assist other staff with budget preparation for grant applications and related
- **Management of Vendors**
 - Obtain W-9s, insurance certificates and similar information from all vendors
 - Prepare annual 1099 and 1096 forms and file with federal and state authorities
- **Contract Management**
 - Prepare contracts for grants made to municipalities and nonprofits
 - Assist with preparation of requests for proposals and bids
 - Prepare contracts for use of consultants and vendors
 - Serve as lead staff to Procurement and Conflict of Interest Committee

- **Grants Management and Payment Requests**
 - Oversee the development and administration of agreement actions
 - Draw down appropriate contract/agreement resources; reconcile agreements on consistent basis and submit timely payment requests to NPS, NYS, and other public and private sector sources
 - Track and document matching funds (cash and in-kind)

- **Communication, Planning and Reporting**
 - Coordinate with program/project managers, as required, to provide support for grants' administration, sponsorships, resource development activities, and other project or program fiscal requirements
 - Provide support to special projects, such as commemorations, conferences and events
 - Provide support for NPS administrative requirements relating to fleet, property, and IT management
 - Develop (individual) annual work plan consistent with organizational goals and strategic plans and provide progress reports as needed
 - Perform variety of regular and as needed administrative functions

Position Requirements

Minimum Qualifications:

- ❖ Bachelor's Degree from an accredited college or university in finance or related field
- ❖ Experience in financial management and record keeping details
- ❖ Experience with managing sensitive information
- ❖ Familiarity with QuickBooks and/or other accounting software
- ❖ Highly organized, with an ability to multi-task
- ❖ Familiarity with computer technology and software, including excel
- ❖ Valid driver's license
- ❖ Occasional travel, including overnight

Preferred Qualifications:

- ❖ Progressively responsible financial management experience with not-for-profit or public sector organization(s), or small business(es)
- ❖ Personal commitment to preserving and promoting the extraordinary heritage and resources of the Erie Canalway National Heritage Corridor
- ❖ Master's Degree, or higher, from an accredited college or university

Location and Work Environment

The position is based at the organizational headquarters in Waterford, NY, ten miles north of Albany in Peebles Island State Park at the junction of the Erie and Champlain Canals and confluence of the Mohawk and Hudson Rivers. The region offers a wonderful quality of life rich in historic, cultural, and recreational amenities.

A hybrid approach of in-person office presence and telecommuting is negotiable.

Compensation

Compensation for this **full-time position will include an annual salary of \$70,000 to \$75,000**, depending on experience, along with a strong benefits package.

Applications

Qualified candidates should send a thoughtful cover letter and resume electronically to Diane Jennings, Executive Administrator at Diane_Jennings@eriecanalway.org with the subject "Director of Finance".

Please clearly demonstrate in the cover letter and resume your track record of success in financial management. Applications without a thoughtful cover letter and a demonstrated record of financial management success will not be considered.

Applications accepted until June 21, 2024, or until a qualified candidate is selected.

Employment will be contingent upon a satisfactory background check.

The Erie Canalway Heritage Fund, Inc. is an equal opportunity employer.