



# Hunterdon Land Trust

PROTECTING THE PLACES YOU LOVE

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**Position: Part-Time Bookkeeper, Non-Exempt**

## The Organization

The Hunterdon Land Trust is a 501 (c)(3) non-profit organization with a mission of fostering healthy ecosystems and communities in the Hunterdon County region through permanent preservation of open space and farmland, stewardship of natural resources, and cultivation of the Dvoor Farm as a center for inspiration, education, and connection.

## The Position

The Bookkeeper reports directly to the Executive Director but works closely with other staff in preparation of grant billings and some administrative activities. This position, 10 - 15 hours per week, is responsible for ensuring the accuracy of Hunterdon Land Trust's financial records and day-to-day bookkeeping. The Bookkeeper will work to ensure compliance with generally accepted accounting principles and non-profit financial management practices.

## Specific Responsibilities

- Maintain financial record keeping and reporting systems.
- Pay bills and prepare deposits in accordance with the organization's financial control procedures. Reconcile monthly bank statements.
- Prepare quarterly financial reports for board meetings and on an as-needed basis.
- Assist Executive Director with coordination and preparation of budgets.
- Coordinate and fulfill financial reporting requirements for contracts and grants. Prepare grant billings and associated invoices.
- Reconcile balance sheet accounts at least quarterly to ensure accuracy; monitor and follow up on outstanding receivables/payables.
- Compile information requested by the external auditor in support of annual audits and 990s.
- Manage employee payroll and time reporting, including compliance with federal and state payroll reporting requirements. Maintain systems to ensure the appropriate tracking of employee hours for benefit determination, including 401k contributions, and as required to meet grant reporting requirements.
- Update Indirect Cost Rate and approvals on an annual basis.
- Ensure organizational filings and renewals such as the NJ Annual Report, 990s, and CRI 300s are filed on time.



Sound Finances  
Ethical Conduct  
Responsible Governance  
Lasting Stewardship

Hunterdon Land Trust, a New Jersey Nonprofit Corporation

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- Conduct general administrative duties including assisting staff, answering the phone, filing, scanning, and copying.

### **Qualifications**

- Bachelor's or associates degree in accounting, finance, or related discipline preferred.
- Proficiency with QuickBooks Online and Microsoft Office Programs.
- Experience and understanding of non-profit accounting practices.
- Payroll accounting skills and ability to prepare financial statements and work with accountants to facilitate preparation of audited financial statements and 990s.
- Ability to work independently and meet deadlines.
- Attention to detail.
- Organizational and prioritization skills.
- Ability to clearly communicate complex information.
- Ability to maintain confidentiality.

**Compensation:** This position pays \$22 per hour.

**To Apply:** Please email your resume and cover letter as a single PDF to HLTadmin@hunterdonlandtrust.org. Additional information about the Hunterdon Land Trust can be found at [www.hunterdonlandtrust.org](http://www.hunterdonlandtrust.org).

***Hunterdon Land Trust is an equal opportunity employer committed to having a diverse staff, where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.***