



*Cultivating passion for the natural and cultural resources of Piscataway Park...*

## Finance and Operations Manager

### About the Accokeek Foundation

For over 65 years, the Accokeek Foundation has preserved the natural and cultural heritage of Piscataway Park, fostering a deep connection to stewardship and sustainability. In partnership with the National Park Service and with a renewed strategic vision, the Foundation serves over 100,000 visitors annually, fostering an understanding of the interconnectedness of all life and the cultural and historical significance of Piscataway Park.

### Position Overview

The Accokeek Foundation seeks an experienced **Finance and Operations Manager** to oversee financial management, budgeting, human resources, and nonprofit administration. This key leadership position will ensure financial integrity, operational efficiency, and compliance while supporting the Foundation's mission and strategic initiatives. Reporting directly to the Executive Director, the Finance and Operations Manager will be a critical partner in decision-making, contributing to the financial sustainability and organizational effectiveness of the Foundation.

### Key Responsibilities

#### Financial Management & Compliance

- Prepare, analyze, and present accurate and timely financial reports, ensuring clear communication of monthly and annual financial statements to the Board of Trustees and senior leadership.
- Manage all financial operations, including accounts payable/receivable, cash flow management, and program/grant accounting.
- Coordinate with accountants and auditors, ensuring compliance with all financial regulations and supporting the annual audit process.
- Prepare and file all required federal, state, and local tax forms, including IRS Form 990 and charitable disclosure registrations.

#### Human Resources & Administrative Oversight

- Manage all aspects of human resources, including payroll processing, benefits administration, hiring, onboarding, and performance evaluation.
- Ensure compliance with labor laws and organizational policies, supporting a positive and equitable workplace culture.
- Oversee risk management functions, including securing and maintaining insurance policies (general liability, directors & officers, workers' compensation).

#### Operations & IT Coordination

- Coordinate IT infrastructure needs, ensuring effective technology systems and cybersecurity measures.



*Cultivating passion for the natural and cultural resources of Piscataway Park...*

- Oversee administrative functions and facility operations to ensure efficiency, safety, and consistency.
- Support organizational events, meetings, and fundraisers as needed.

### **Qualifications**

- 3-5 years of professional experience in financial management, nonprofit administration, and human resources.
- Degree in Accounting, Finance, Business Administration, or related field preferred.
- Proficiency in financial software and accounting systems, such as Intacct, Bill.com, and Paychex.
- Advanced skills in Microsoft 365 and Excel for budgeting, reporting, and data analysis.
- Strong problem-solving abilities, attention to detail, and ability to manage multiple priorities.
- Excellent interpersonal and communication skills, with the ability to collaborate effectively across teams.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand, walk, use hands, and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds.

### **Compensation and Benefits**

This is a **full-time, exempt position**. Compensation will commensurate with experience ranging from \$50,000 - \$60,000. The Accokeek Foundation provides eligible employees a comprehensive benefits package including flexible paid time off, cost share benefit, paying 50% of health insurance premiums, retirement matching, and paid disability and life insurance.

**To apply:** Send a resume and cover letter describing how your experience, skills, and interests intersect with the Foundation's mission work. Please send an email with the subject line "Finance Manager" to [abarnes@accokeek.org](mailto:abarnes@accokeek.org).

*The Accokeek Foundation provides equal employment opportunity (EEO) to all employees and applicants for employment without regard of race, color, age, sex, national origin, religion, disability, genetics, sexual orientation, or any other characteristic or status protected by applicable federal, state, or local law.*