

Overall Financial Oversight

Hudson River Sloop Clearwater, Inc. is seeking someone to provide oversight of its financial operation. This will be a full-time or consultant opportunity. This position works under and reports to the Executive Director and will work closely with the Director of Administration. Non-profit accounting experience not required, but preferred.

Some of the tasks for this position include:

- Prepare, analyze and present financial reports in an accurate and timely manner
- Clearly communicate monthly and annual financial statements
- Oversee all financial, project/program and grants accounting
- Provide technical direction/interpretation on all accounting issues
- Provide technical direction/evaluation on accounting systems
- Assure integrity and importance of financial controls
- Supervise all input into Quickbooks Accounting System
- Assist the Executive Director in preparing the organizational budgets, at the department level
- Review budgets and oversee input into Quickbooks Accounting System
- Supervise month-end & year-end closing
- Prepare bank reconciliations
- Prepare all financial reports (as required or requested) for the:
 - Executive Director and Department Heads
 - Board of Directors and Finance Committee
 - CPA Auditors
- Assist Executive Director & department heads on financial matters
- Perform financial analyses, including budget variance explanations and cash flow statements
- Prepare 1099s and 1096
- Prepare real estate tax abatement returns
- Interface with auditors during annual audit & throughout year
- Work with staff on financial planning and strategy
- Work closely with the Finance Committee and Board of Directors on financial matters
- Other tasks as requested by Executive Director

Please forward cover letter and resume via email only to:

Amy Bonder, Director of Administration
amy@clearwater.org