



Administrative Associate

Hudson River Sloop Clearwater, Inc., is a non-profit membership organization that for over 50 years has been at the forefront of the environmental movement as a champion for the Hudson River. As an organization, Clearwater inspires lifelong stewardship of the Hudson and its watershed by connecting people of all ages with the living river. The organization owns and operates the 106' Sloop *Clearwater*, recognized as America's Environmental Flagship. The vessel is an all wood work boat, a replica of sloops that sailed the Hudson River in the 18th and 19th centuries. Instead of bricks, produce, and other cargoes of earlier ages, *Clearwater's* "cargo" is a message of advocacy for the environment, primarily the Hudson River and its surrounding waterways.

Clearwater is currently seeking a full-time Administrative Associate to join our fast paced, environmentally-minded team. The Administrative Associate will be a hybrid in-person/remote position working several days a week at our offices at 724 Wolcott Avenue, Beacon, NY 12508. The main areas of focus are financial bookkeeping, general administrative support, facilities maintenance, and management of Clearwater's [online store](#).

This full-time position is eligible for health benefits and a competitive paid time off policy. Salary to be determined based on qualifications. The Administrative Associate will report to the Director of Operations and work in close conjunction with the Executive Director.

Responsibilities include but are not limited to:

- Enter revenue and expense transactions into QuickBooks on a weekly basis
- Prepare, analyze and present financial reports in an accurate and timely manner for the: Executive Director, Program Directors, Finance Committee and Board
- Oversee all financial, project/program and grants accounting
- Provide accounting support to the Executive Director, program directors and other staff as needed
- Assist the Executive Director in preparing the organizational budgets, and support the staff in budget oversight throughout the year
- Supervise month-end & year-end closing
- Support and coordinate with accountants all bank reconciliations
- Support/coordinate administrative functions with insurances, merchant accounts, external financial processors, and other business related functions
- Prepare 1099s and 1096
- Interface with auditors and provide support documentation during workers comp and annual financial audit

- Download and file monthly all bank and investment statements
- Other tasks as requested by Executive Director

Administration

- Front office reception; greet visitors and field calls
- Distribution of incoming mail
- Attend and take minutes at weekly staff meetings (held on Tuesdays)
- Assist in office building and grounds maintenance, security, and housekeeping as needed
- Maintain office equipment and coordinate repairs and upgrades with the IT Director
- Set up new employees with administrative tools
- Train staff (as necessary) on phone, copier, alarm system, computer hardware & software
- Assist Director of Operations with aspects of Human Resources
- Board Liaison - In conjunction with the Board President and/or Secretary, the board liaison will assist in maintaining the By-Laws, Policies and other organizational documents, as well as keeping the Board web page current with members, board meeting dates, agendas and minutes

Merchandise

- Maintain the [Clearwater online store](#) and in-person inventory
- Prepare and ship orders
- Promote Clearwater merchandise through Clearwater media channels
- Design or source new (sustainably produced) Clearwater merchandise per merchandise budget
- Take an annual merchandise inventory for the audit
- Track comped items given to departments and produce an annual report for the audit
- Independently file New York State quarterly taxes for merchandise sales

Desired Qualifications

- Highly proficient in Quickbooks and Google Workspace, Word, and Excel
- 5+ years of nonprofit administrative and/or bookkeeping experience
- Strong organizational skills working with digital and physical assets
- Self starter who can work both independently and collaboratively
- Skilled in establishing priorities and managing workload
- Is a creative thinker who can think big picture, while also displaying meticulous attention to detail
- Passion for the environment and a sense of humor are a plus!

Clearwater acknowledges that the construct of race disproportionately affects Black, Indigenous, and People of Color. We reflect and take action to ensure that we do not perpetuate white supremacy. Clearwater respects LGBTQIA+ people; we use language and actions that are respectful of all gender identities and sexual orientations. Clearwater celebrates and welcomes members of any race, color, religion, national origin, sex, sexual orientation or identity, physical or mental ability or age to apply.

Interested candidates may forward a cover letter and resume to Erin Macchiaroli at erin@clearwater.org.