



### **Finance Associate- Grants & Contracts**

The Finance Associate supports grants and contracts compliance, tracking, and reimbursements at The Horticultural Society of New York. The Finance Associate provides support in grant budget development, staff time- and expense-tracking, invoicing and reporting, audits, and compliance. This position will provide experience working on private foundation grants, NYC Council and other government grants, and government contracts. Excellent attention to detail, strong organizational and time-management skills, ability to prioritize and manage multiple projects in a fast paced, deadline driven environment a must. Confidentiality essential. Experience with QuickBooks and Excel essential.

The Finance Associate is a full-time position with an immediate start date. The Finance Associate must be able to work both in-person and remotely.

### **Responsibilities Include**

#### Grants & Contracts Preparation

- Assist in grant and contract budget preparation, including staff and overhead allocations.
- Obtain financial, insurance and other documents/certifications required for all grants and contracts.
- Manage, upload and maintain accuracy of all documents in HHS Accelerator, PASSPort and internal files.
- Assist in grant reporting, including budget to actual reports and metrics.

#### Invoicing, Reimbursements and Grant/Contract Close-Outs:

- Manage, tracking and documentation of staff hours.
- Manage, collection and accounting of receipts.
- Prepare monthly reimbursements and invoices including entering into Quickbooks.
- Track payments/EFTs in PIP.
- Manage document filing and preparation for audits, ensuring proper supporting documentation is maintained.

#### General Bookkeeping and Compliance

- Assist Director of Finance in tracking/entering receivables and payables in Quickbooks.
- Assist Director of Finance in journals for contracts and grants.
- Assist in monthly reconciliations and expense tracking (of contracts).
- Assist in maintaining accuracy and reconciliation of financial information in Quickbooks
- Assist in general compliance matters with government contracts.



## **Qualifications**

- Requires a Bachelor's degree plus at least two years experience, preferably in bookkeeping, accounting or business administration, finance, or contract management.
- Must have the ability to work with minimal supervision and maintain a high level of confidentiality.
- Experience with budgets, invoices and financial reporting preferred.
- Must have strong organizational skills.
- Must be able to accurately handle diverse projects and a large volume of detailed work simultaneously, and use good judgment in prioritizing work.
- Must demonstrate the ability to work with Quickbooks; or other donor software experience beneficial.
- Must demonstrate excellent communication skills and impeccable attention to detail.
- Experience with New York City contracts

## **Physical Requirements**

- Able to sit and use a computer for extended periods of time.

## **Benefits**

The Hort offers all Full-Time regular employees a generous Paid Time Off package, termed Life Insurance Policy and Employee Assistance Program. Pre-tax benefits include transit, Flexible Spending Account, medical, dental, and vision insurance.

## **Additional Details**

- Salary Range: \$25.00 per hour to \$28.00 per hour
- Schedule: Monday through Friday 9am to 5pm
- Employment Classification: Full-Time Regular
- Reports To: Assistant Director of Finance

## **How to Apply**

To be considered please email a thoughtful cover letter, resume, and two references to [jobs@thehort.org](mailto:jobs@thehort.org) with 'Finance Associate in the subject line. No phone calls.



*The Hort is committed to workplace diversity and inclusion. It is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation or any other characteristic protected by federal state or local law.*

*We provide reasonable accommodations to qualified individuals with disabilities to enable them to perform the essential functions of the job. Reasonable accommodations are also available for these individuals during the hiring process. Please email [jobs@thehort.org](mailto:jobs@thehort.org) should you require a reasonable accommodation during the hiring process.*