



Hudson River Valley Greenway

KATHY HOCHUL
Governor

KEVIN BURKE
Chair, Greenway Conservancy

MEG DOWNEY
Chair, Greenway Council

ANDY KITZMANN
Executive Director

September 14, 2024

Finance Manager Job Description – UPDATED

The Hudson River Valley Greenway is seeking to hire a Finance Manager to coordinate all organizational financial and related activities.

The [Hudson River Valley Greenway](#) (the "Greenway") is an innovative state sponsored program created to facilitate the development of a regional strategy for preserving scenic, natural, historic, cultural and recreational resources while encouraging compatible economic development and maintaining the tradition of home rule for land use decision-making. The Greenway Act created two organizations, within the executive department, to facilitate the Greenway process: the Hudson River Valley Greenway Communities Council and the Greenway Conservancy for the Hudson River Valley, Inc.

The [Hudson River Valley National Heritage Area](#) was established by Congress and is managed by the Hudson River Valley Greenway. It includes 250 communities in ten counties bordering the Hudson River for 154 miles of tidal estuary. This area is approximately three million acres of Hudson Highlands, Catskill Mountains, rolling farmland and compact villages, small cities, and hamlets. The region extends from the confluence of the Mohawk and Hudson Rivers, south to the northern border of New York City.

Day-to-Day Financial Management and Record Keeping

- Responsible for standard book/record keeping tasks in accurate and timely manner, including managing payables and receivables, making bank deposits, monthly bank reconciliations; reconcile credit card statements and maintaining records of supporting documentation.
- Maintain financial books and records, including general ledger, according to generally accepted accounting principles and organizational policies using Sage 50 Accounting software.
- Administration and management of Payroll and Assistance with Human Resource Management
- Manage employee time sheets, including processing approved holidays and leave requests
- Analyze and utilize employee time data to accurately allocate resources across program areas

Preparation of Internal Financial Statements

- Prepare accurate financial statements on a quarterly basis, along with other statements as requested
- Manage year-to-date performance compared to budget and prior year
- Serve as lead staff to Finance Committee and present financial reports at board meetings



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Audits

- Prepare financial statements at end of fiscal year (3/31)
- Prepare federal single audits, if required
- Serve as primary liaison with auditor(s) and prepare all required schedules
- Coordinate preparation and filing of Federal Form 990 and NYS CHAR 500 with auditor(s)
- Serve as lead staff to Audit Committee

Preparation of Budgets

- Prepare annual operating budgets, along with grant, appropriation, and contract budgets
- Prepare quarterly budget reports for board meetings and finance committee
- Assist other staff with budget preparation for grant applications, annual workplans, and project based activities
- Coordinate on a regular basis with professional staff to reconcile program area budgets

Management of Vendors

- Obtain W-9s, insurance certificates and similar information from all vendors
- Prepare annual 1099 and 1096 forms and file with federal and state authorities

Contract Management

- Coordinate with staff on the preparation of contracts for grants made to municipalities and nonprofits
- Assist with preparation of requests for proposals and bids
- Prepare contracts for use with consultants and vendors
- Serve as lead staff for matters related to procurement and conflict of interest

Grants Management and Payment Requests

- In coordination with the executive director, oversee the development and administration of agreements, memorandums of understanding, and contracts
- Draw down appropriate contract/agreement resources; reconcile agreements on consistent basis and submit timely payment requests to National Park Service, New York State, and other public and private sector sources
- Track and document matching funds (cash and in-kind)



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Communication, Planning, and Reporting

- Coordinate with program/project managers to provide support for grant administration, sponsorships, resource development activities, and other project or program fiscal requirements
- Provide support to special projects, such as commemorations, conferences, and events
- Provide support for New York State administrative requirements relating to fleet and property
- Develop (individual) annual work plan consistent with organizational goals and strategic plans and provide progress reports as needed
- Perform a variety of regular and as needed administrative functions
- Other finance related duties as may from time to time arise.
- Other duties agreeable to both parties

Position Requirements

Minimum Qualifications:

- Bachelor's Degree from an accredited college or university in accounting, finance, or related field
- Experience in financial management and record keeping
- Experience with state and federal financial and contractual protocols
- Experience with managing sensitive information
- Familiarity with accounting software
- Highly organized
- Strong proficiency with computer technology and software, including Excel
- Valid driver's license
- Occasional travel required, including overnight

Preferred Qualifications:

- Progressively responsible financial management experience with not-for-profit or public sector organization(s), or small business(es)
- Experience with grant management software
- Master's Degree from an accredited college or university
- High interest in the mission of the Hudson River Valley Greenway/National Heritage Area



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Compensation

Salary: Beginning at \$76,051 and rising to \$93,946 at the end of the 7-year step-up process. Includes full state benefits including NYS Retirement System, Health Insurance, paid holidays, generous vacation, personal, and sick leave. The successful candidate will report to the executive director.

The position is based at the organizational headquarters in Albany, NY. The region offers a wonderful quality of life rich in historic, cultural, and recreational amenities. A hybrid approach of in-person office presence and telecommuting is negotiable.

Applications

Application submissions: Send cover letter and resume in strictest confidence to Andy Kitzmann, Executive Director: Andy.Kitzmann@HudsonGreenway.ny.gov. The position remains open until filled.

Your cover letter and resume should demonstrate your track record of success in organizational financial management. Applications with a thoughtful cover letter and a demonstrated record of financial management success will receive priority consideration.

Employment will be contingent upon a satisfactory background check.

Equal Opportunity Employment

Hudson River Valley Greenway is committed to creating and maintaining an inclusive, diverse, and equitable workplace. These values not only guide our work; we believe they are essential to fulfilling our mission to improve mandated representation in New York State. HRVG staff share responsibility for creating a more inclusive workplace. Diverse voices and perspectives only strengthen our ability to create transformational change. Candidates from diverse backgrounds are encouraged to apply.

HRVG welcomes candidates regardless of age, race, creed, color, sex, sexual orientation, gender identity, national origin, military or veteran status, disability, predisposing genetic characteristics, marital or marital status, domestic violence, victim status, or arrest record or criminal conviction history