NEW YORK STATE | Hudson River Valley Greenway

KATHY HOCHUL
Governor

KEVIN BURKE
Chair, Greenway Conservancy

MEG DOWNEY
Chair, Greenway Council

ANDY KITZMANN
Executive Director

Finance Manager Position Description

Organizational Summary

The Hudson River Valley Greenway (HRVG) is a state-based organization that celebrates, preserves, and enhances the Hudson River Valley through regional planning, natural and cultural resource protection, heritage and environmental education, economic development, and public access.

The HRVG also manages the Hudson River Valley National Heritage Area (HRVNHA). This is a program of the National Park Service that coordinates regional tourism, cultural heritage preservation, recreation, and environmental activities that are conducted through public/private partnerships.

The HRVG and the HRVNHA meets its mission through community-based grant making, an established community planning program, tourism and recreation initiatives, and offering relevant public programming.

Position Summary

The HRVG is seeking a Finance Manager to oversee the day-to-day financial operations of the Greenway Conservancy for the Hudson River Valley, Inc. (a public benefit corporation) and its nonprofit subsidiary. The position also includes coordination with NYS Office of General Services, which manages the financial transactions for the Hudson River Valley Greenway Communities Council (a state agency). The position is responsible for accurate and timely bookkeeping, financial recordkeeping, accounts payable and receivable, reconciliations, payroll, financial reporting, budgeting, and compliance.

The Finance Manager reports to the Executive Director and serves as the primary liaison for all financial partners. The position also provides financial support for organizational programs, contracts, and grants (both grants made to external partners and grants received by HRVG). The successful candidate will be employed by the Greenway Conservancy for the Hudson River Valley, Inc. All HRVG staff are employed by the Public Benefit Corporation, not by New York State.

Essential Responsibilities

1. Bookkeeping and Financial Recordkeeping

- Perform accurate and timely day-to-day bookkeeping and accounting activities.
- Manage accounts payable and accounts receivable, including processing invoices, payments, deposits, and related documentation.
- Maintain complete and organized financial records and supporting documentation.
- Maintain the organization's financial records using QuickBooks Online and Bill.com.
- Make bank deposits and complete monthly bank and credit card reconciliations.
- All accounting actions will be conducted in accordance with Generally Accepted Accounting Principles (GAAP).
- Review financial transactions for accuracy, completeness, and appropriate supporting documentation.
- Coordinate and prepare for monthly meetings with an external QuickBooks Online consultant.
- Maintain accurate records of organizational leave, time, and program tracking as they relate to financial administration.

2. Payroll and Employee Financial Administration

- Administer payroll and coordinate payroll-related activities with the Director of Operations and external service providers.
- Support the Director of Operations in the review and processing of employee timesheets, approved holidays, and leave requests through HRVG online payroll service provider.
- Maintain accurate payroll and employee financial records.
- Prepare annual 1099 and 1096 forms and submit required filings to federal and state authorities.

3. Financial Reporting and Compliance

- Prepare accurate quarterly, annual, and as-needed financial statements and management reports.
- Monitor year-to-date financial performance against approved budgets and prior-year results.
- Coordinate with the Executive Director, Treasurer, Finance Committee, and Board of Directors, including presenting financial statements and reports.
- Serve as the primary staff liaison with external auditors and prepare audit schedules and supporting documentation.
- Coordinate with auditors on the preparation and filing of Federal Form 990 and New York State CHAR 500.
- Coordinate and prepare all year-end, semiannual, quarterly and other financial closeout activities and required financial reporting.

- Maintain compliance with applicable Federal and New York State accounting, financial reporting, and organizational requirements.

4. Budget Development and Financial Management

- Work with the Executive Director to prepare the organization's annual operating budgets.
- Monitor organizational and program budgets and identify variances or issues requiring attention.
- Prepare and present budget reports for the Board of Directors, committees, and management.
- Prepare and file budget information requested by New York State.
- Assist staff with budget development for programs, projects, annual work plans, and grant applications.
- Work with staff to reconcile program and project budgets and monitor expenditures.
- Provide financial analysis and recommendations to support organizational planning and decision-making.

5. Vendor, Contract, and Procurement Administration

- Assist staff with the preparation and administration of requests for proposals, bids, contracts, and related procurement documents.
- Prepare contracts for consultants and vendors in coordination with appropriate staff.
- Obtain and maintain required vendor documentation, including W-9 forms, insurance certificates, and related records.
- Serve as lead staff for financial aspects of procurement.
- Review contracts for compliance and advise on conflict-of-interest requirements.
- Monitor vendor and contract payments and maintain appropriate supporting documentation.

6. State Financial Coordination

- Work within the Statewide Financial System and other state financial management systems.
- Serve as the primary fiscal liaison between HRVG and the New York State Office of General Services Business Service Center and New York State Comptroller's Office.
- Collaborate with the Executive Director on communications with the NYS Division of Budget and the Executive Chamber.
- Coordinate payments, deposits, and financial transactions associated with the state agency.
- Provide required financial information and reports to state agencies and other funding sources.
- In collaboration with the Executive Director, prepare and submit annual NYS budget Appropriations requests.

7. Grant and Award Financial Administration

- Support the financial administration of organizational agreements, memorandum of understanding, contracts, grants, sponsorships, and other awards made to external partners.
- Track grant and award expenditures, payments, and outstanding financial obligations. Tracking should be completed within established financial and grants management systems, as well as local redundancy tracking.
- Reconcile grant and award accounts and support timely closeout of completed awards.
- Coordinate drawdowns and payment requests for state, federal, and other public and private funding sources.
- Prepare and submit required financial reports associated with grants and other funded programs.
- Track and maintain documentation supporting required matching funds, including cash and in-kind contributions.
- Work with program staff to provide financial guidance for grant administration, sponsorships, resource development activities, and other program-related fiscal requirements.

8. Organizational Planning and Administration

- Develop an annual work plan consistent with organizational goals and strategic plans and provide progress reports as requested.
- Participate in regular meetings with the Executive Director, Treasurer, Finance Committee, and Board of Directors as needed.
- Provide financial information and recommendations to support organizational planning and decision-making.
- Perform other finance and administrative duties as assigned or as reasonably required by the position.

Position Requirements

Required Qualifications

- Bachelor's degree from an accredited college or university in accounting, finance, or a related field.
- Strong experience with QuickBooks Online.
- Progressively responsible bookkeeping and financial management experience, preferably with a nonprofit or public-sector organization.
- Demonstrated experience with accounts payable, accounts receivable, reconciliations, financial recordkeeping, and financial reporting.
- Understanding of both accrual and cash basis of accounting.

- Experience managing financial audits and compliance reporting.
- Strong organizational and analytical skills
- Ability to manage confidential and sensitive financial information.

Preferred Qualifications

- Experience working in a state or federal government finance position.
- Experience with grant management and grant reporting.
- Experience using the NYS State Financial Management System (SFS) for financial transactions and reporting functionality.
- Valid driver's license.
- Ability to travel occasionally, including overnight travel.
- Strong interest in the mission of the Hudson River Valley Greenway and Hudson River Valley National Heritage Area.

Compensation and Work Location

This position starts at $90,678 and rises to $113,292 at the end of the seven-year step-up process. The position includes some state benefits, including your choice of NY State and Local Retirement System (NYSLRS) or the NYS Voluntary Defined Contribution Plan (VDC), health insurance, paid holidays, and vacation, personal, and sick leave.

The position reports to the Executive Director and is based at the organization's headquarters in Albany, NY. A hybrid work arrangement combining in-person office work and telecommuting is negotiable.

Application Requirements

Applications received by August 28th will receive priority consideration. Strong applications will include a cover letter and resume that clearly demonstrate the applicant's experience in organizational financial management, bookkeeping, and accounting.

Complete Applications can be emailed to the attention of Shannon Day, Director of Operations, shannon.day@hudsongreenway.ny.gov, with the subject line "Finance Manager Position Application"

Employment is contingent upon a satisfactory background check.

Website: https://hudsongreenway.ny.gov/

Equal Opportunity Employment

The Hudson River Valley Greenway is committed to creating and maintaining an inclusive, diverse, and equitable workplace. These values guide the organization's work and are essential to fulfilling its mission. Candidates from diverse backgrounds are encouraged to apply.

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