

Finance & Administration Associate

Overview:

Hunger Solutions New York, incorporated in 1989, is a statewide nonprofit organization that strives to alleviate hunger in New York State by promoting awareness of hunger, public policies that contribute to ending hunger, and participation in federal nutrition assistance programs, such as SNAP, WIC, the Summer Food Service Program, the School Breakfast Program, and the Child and Adult Care Food Program.

Hunger Solutions New York administers the Nutrition Outreach and Education Program (NOEP), a statewide SNAP outreach, education, and application assistance network; SNAP Help Long Island, a targeted SNAP outreach project; WIC Help New York; and the Child and Adult Care Food Program Outreach Project. As a state and nationally recognized leader on the issue of hunger, Hunger Solutions New York works collaboratively with a variety of state, regional, and national partners to improve policies and programs that contribute to alleviating hunger.

Location:

This position will be based in Albany at the Hunger Solutions New York, Inc.'s Offices.

Position Overview:

The Finance and Administration Associate will provide organizational and administrative support to the Associate Executive Director and conduct fiscal review and technical assistance processes for contracts administered by Hunger Solutions New York.

Responsibilities include:

- Assist with preparing and reviewing vouchers, budgets, and reports pertaining to state contracts
- Assist in preparation of contract budgets and budget amendments for various funding sources
- Assist with large volume communications, including spreadsheets, mail merges, postage meter usage, and other related bulk mailing duties, keeping contact lists updated, as well as generating and receiving emails on behalf of the organization
- Answer phones and emails from various subcontractors and vendors
- Review monthly, quarterly, and annual operational and fiscal reports from subcontractors for accuracy
- Provide technical assistance on fiscal policies and procedures to subcontractors
- Assist with compliance review of subcontractors pertaining to multiple state contracts
- Assist with some accounts payable and reconciliation to general ledger

- Assist with IT processes, serve as liaison with outside IT vendor and manage minor troubleshooting tasks as needed
- Assist with monitoring and maintaining office supplies inventory, as well as assisting with purchase orders for various services, materials, and supplies
- Assist with monitoring and updates to administrative tracking tools and filing systems
- Various clerical and administrative responsibilities as identified

Responsible to: Associate Executive Director

Knowledge, Skills, and Abilities:

- Knowledge of accounting and administrative practices and procedures
- Strong computer skills and experience with Microsoft Office products, including Word, Excel, PowerPoint, and Outlook
- Strong aptitude for numbers and calculation
- Excellent communication and organizational skills
- Able to multi-task, frequently switching quickly from one assignment or project to another

Minimum Qualifications:

- College degree required
- At least 2 years of fiscal and administrative experience
- Knowledge of bookkeeping and accounting systems a plus
- Familiarity with non-profit organizations a plus

Compensation Package:

Salary of mid-\$30K, commensurate with experience plus fully paid benefits premiums, including health, dental, life, short and long-term disability, all starting the month immediately following date of hire (except for dental which is third month after date of hire), organizational contribution to a Health Reimbursement Account (HRA) depending upon health insurance chosen, retirement plan that is matched by the organization (available after 6 months of employment). Other options available. Casual, professional, flexible work environment.

To be considered for this position, please email your cover letter and resume to Jobs@HungerSolutionsNY.org. Please include "Finance & Administration Associate" in the Subject Line of your email.

Hunger Solutions New York is an Equal Opportunity Employer.
Please visit www.HungerSolutionsNY.org to learn more about the organization.