



## **DELAWARE RIVER GREENWAY PARTNERSHIP**

**Mission:** To promote cross-river connections and communication and to preserve and enhance the natural, cultural, and recreational resources of the lower Delaware River in New Jersey and Pennsylvania

### **Part-Time Bookkeeper, Non-Exempt**

#### **The Organization**

The Delaware River Greenway Partnership (DRGP) is a 501 (c)(3) non-profit organization, incorporated in 1998 as the partner organization for the Partnership Lower Delaware Wild & Scenic River. DRGP currently manages both the Cooperative Agreement and the Administration of the Lower Delaware Wild & Scenic River, in addition to the original development and current promotion of the Delaware River Heritage Trail, and management of the Delaware River Water Trail and the Delaware River Scenic Byway in NJ. These programs provide the core of the mission to promote cross-river connections and communication and to preserve and enhance the natural, cultural, and recreational resources of the lower Delaware River in New Jersey and Pennsylvania.

#### **The Position**

The Bookkeeper reports directly to the Executive Director and will engage with additional staff and Trustees of the organization to prepare and process the day-to-day financial needs and to ensure the accuracy of DRGP's financial records. The Bookkeeper will ensure compliance with generally accepted accounting principles and non-profit financial management best practices.

#### **Specific Responsibilities**

- Record deposits, donations, pledges and receivables, and bills in QuickBooks;
- Prepare and complete bank deposits;
- Enter donations into Little Green Light donor database and prepare donation acknowledgement letters;
- Prepare payments and checks for signature and mailing;
- Prepare payroll for review of the Executive Director and/or appropriate Board member, including Simple IRA contributions;
- Completes and records monthly payroll tax payments and quarterly tax filings;
- Creates monthly financial reports;
- Prepare monthly financial reports for projects and grants;
- Reconciles bank accounts monthly;
- Works with Executive Director and Treasurer to prepare for PA Charities filing, 990 filing, and annual audit;
- Follows Financial Policies and Procedures of DRGP;
- Attends appropriate DRGP meetings as needed.



## DELAWARE RIVER GREENWAY PARTNERSHIP

### Qualifications

- Bachelor's or associate degree in accounting, finance, or related discipline preferred.
- Proficiency with QuickBooks and Microsoft Office Programs.
- Experience and understanding of non-profit accounting practices.
- Payroll accounting skills and ability to prepare financial statements and work with accountants to facilitate preparation of financial statements, PA Charities and 990 filings.
- Ability to work independently and meet deadlines.
- Attention to detail.
- Organizational and prioritization skills.
- Ability to clearly communicate financial information.
- Ability to maintain confidentiality.

Estimated time necessary to provide scope of work: **2-5 hours/week**

**To Apply:** Please email your resume and cover letter as a single PDF to [alison@delawarivergp.org](mailto:alison@delawarivergp.org). Position is open until filled. Additional information about the Delaware River Greenway Partnership can be found at [www.delawarivergp.org](http://www.delawarivergp.org).