



**WE ARE LOOKING FOR GREAT LEADERS LIKE YOU.**

Vermont Youth Conservation Corps | 1949 East Main St. Richmond, VT 05477 | 802-434-3969 | Info@VYCC.org | VYCC.org

## FINANCE ADMINISTRATOR

Date Posted: January 23, 2020

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**Department:** Administration

**Reports To:** Chief Financial Officer

**Position Status:** Full-time, Year Round

**Position Start:** Position open until filled.

**Exemption Status/Reason:** Non-Exempt

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### Job Summary

The Vermont Youth Conservation Corps (VYCC) is seeking a full-time Finance Administrator who will play an integral role keeping our day-to-day financial operations running smoothly. The Finance Administrator will be proud to be our details person, managing routine accounting and bookkeeping tasks, primarily accounts payable, general ledger, and payroll. If you would like to be instrumental in helping a highly dedicated team accomplish amazing things, this position is for you!

This position also is part of our larger administrative team and often collaborates on other business and office projects as needed. Successful candidates must have at least two years of bookkeeping experience or coursework and be savvy in financial accounting and Microsoft Office software. Incredible attention to detail and being able to manage a seasonally heavy workload is also a key attribute.

### Essential Functions

- General ledger entries
- Credit card account management for up to 70 people
- Accounts Payable entries and vendor communications
- Payroll for up to 250 seasonal employees, including managing benefits deductions and deposits for SIMPLE IRA, HSA, and insurance benefits
- Receive, enter and deposit checks, cash, and credit card payments.

- Prepare and file state and federal tax deposits and reports
- Development and delivery of training workshops on finance-related procedures for full-time and seasonal employees and program participants
- Other finance or administrative responsibilities as needed

### **Required Qualifications, Knowledge, Skills and Abilities**

- Passion about the mission of the VYCC and building the VYCC organization to its potential
- 2 years bookkeeping experience or accounting coursework
- Proficiency with accounting software (will be trained in VYCC-specific software and systems), MS Office, particularly Excel and Outlook.
- Strong sense of ethics and respect for confidentiality of individual information
- Excellent organizational skills, attention to detail and ability to prioritize workload to complete assignments in a timely manner when faced with many deadlines and competing requirements
- Strong understanding of accounting principles and accounting gained through coursework and/or experience
- Self-directed, service oriented, team player
- Ability to maintain focus and productivity amidst a bustling open office atmosphere

### **About VYCC's Culture, Workplace, and Compensation & Benefits**

#### **About VYCC**

Our mission is to teach young people personal responsibility through meaningful work that connects us to the land, community, and one another. Youth and young adults (ages 15-26) join VYCC for practical and hands-on work, personal growth, and deep connection to the natural world by working on farm and conservation crews across the state. Learn more at [VYCC.org](http://VYCC.org).

#### **Excellence and Equal Opportunity at VYCC**

VYCC has a deep commitment to excellence. We believe we are strongest when our team includes members with a broad range of life experiences. We strive to achieve this at all levels of our organization, and actively encourage and recruit, develop, and retain the most talented people from a diverse applicant pool. VYCC is proud to be an equal opportunity employer.

## **Our Workplace**

The Conservation Operations Coordinator will be based out of the Vermont Youth Conservation Corps Headquarters Office at the historic West Monitor Barn, in Richmond, VT. Our office is a collegial, bustling, and fun open office atmosphere, which offers staff opportunities to interact and collaborate. Successful staff are able maintain focus and productivity, balance personal initiative and independence, and plug into our team in ways that help us do our best work as an organization. Staff enjoy the perks of the Farm at VYCC and forest campus year-round, as well as the happenings of nearby downtown Richmond.

## **Compensation & Benefits:**

- Hourly, 40 hours per week, range \$17.50-\$19.00 per hour starting.
- Medical and dental insurance
- SIMPLE IRA Retirement Plan
- Annual paid time off and sick leave
- On-going professional development
- Member of a mission-driven, fun, results-oriented, and dedicated team of professionals
- Member of a dynamic organization with tremendous impact on Vermont's youth and environment

## **How to Apply**

Please complete our VYCC General Application (<http://bit.ly/VYCCapp>), to which you'll upload a cover letter, resume, and contact information for three professional references. Questions regarding this position can be directed to Hapy Mayer, Chief Financial Officer at [Hapy.Mayer@VYCC.org](mailto:Hapy.Mayer@VYCC.org) No phone calls, please.

Updated 1.23.20