



Connecting People with Nature

Audubon Society of Rhode Island

JOB DESCRIPTION

The Audubon Society of Rhode Island (ASRI) is an independent, not-for-profit environmental organization dedicated to statewide environmental education, conservation, and advocacy. Established in 1897, it is the oldest and largest environmental organization in Rhode Island reaching well over 20,000 students of all ages each year. Audubon protects nearly 10,000 acres of wildlife habitat for future generations of Rhode Islanders. Its vigilant advocacy programs and partnerships have kept the public and government informed of threats to the environment for over 100 years.

Position Title: Office Manager/Grant Bookkeeper

Summary of Position:

The Audubon Society of Rhode Island seeks a dynamic individual to work as a key member of the Finance Administration team reporting to the Senior Director of Finance & Administration. Responsibilities cover these key areas: office management, QuickBooks data entry, and grant management.

Duties:

Office Management

- Serve as point of contact for general inquiries regarding programs, events, donations, and memberships.
- Assist development team with mailings, invitations, newsletters, etc.
- Maintain office supplies and ASRI stationery materials.
- Keep foyer presentable and restock brochures.
- Assist with Human Resource needs including preparing new hire packages and track job applications.
- Assist the Conservation Department with annual property monitoring and updating property files.
- Assist with landowner contacts prior to annual conservation easement visits.
- Assist with rental property booking, calendar management, and communications with staff.
- Serve as backup to Education Department Registrar and respond to inquiries.
- Provide basic IT user support.
- Perform other duties as assigned by supervisor including filing, participation in special events, and occasional backup support for the reception desk.

Bookkeeping/Grant Management

- Bookkeeping data entry covers the following areas: A/P, grant management, bank deposits, department reconciliations, account reconciliations, and draft financial reports.
- Track grant invoicing and receipt expenditures for restricted funds.
- Assist HR with payroll processing.
- Maintain grants calendar for grant applications and reporting deadlines.
- Assist with fiscal analysis for grant reports including preparation of budgets for grant applications.
- Maintain organizational information for grants including board members, annual budget, and 501 (c)3 letters and filings.

Desired Qualifications

- Bachelor's degree with 2-3 years related work experience, or equivalent combination of education and experience.
- Ability to provide excellent customer service communication via telephone, electronic communications, and in person.
- Knowledge of GAAP and understanding of the basic principles of grant/fund accounting.
- Understanding of basic Human Resources such as payroll/benefits processing.
- Familiarity with basic concepts of IT, experience in network administration, and user support.
- Firm knowledge of MS Office applications and QuickBooks.
- Some familiarity with Raisers Edge & Doubleknot.
- Proven organizational and administrative skills with unwavering attention to detail.
- Ability to organize time, manage diverse activities and meet deadlines.

To apply

Please send cover letter and resume to careers@asri.org

The Audubon Society of Rhode Island is an equal opportunity employer. This position is classified as Exempt.