

TITLE: Office Administrator

EMPLOYER: Interstate Environmental Commission, c/o BioBAT, Bldg. A, 2nd Floor, Brooklyn, New York 11220.

LOCATION: : Interstate Environmental Commission, c/o BioBAT, Bldg. A, 2nd Floor, Brooklyn, New York 11220.

SALARY: Approximately \$70,000 to \$90,000 annually, plus downstate location adjustment. Grade and Step dependent upon level of experience and qualifications.

BACKGROUND INFORMATION: The Interstate Environmental Commission comprehensively addresses water quality issues and priorities in the IEC jurisdictional waters in the tri-state area (NY, NJ, and CT). IEC's jurisdictional waters were established by compact in 1936, which also established IEC as an interstate organization responsible for protecting the water and air of its jurisdictional area.

ADDITIONAL INFORMATION: Benefits provided but not included in salary range: vacation, personal and sick leave, health, life and disability insurance, tuition reimbursement, retirement plan. This position requires the incumbent to work five days a week, 7½ hours per day, except for approved compensatory time. This is not a remote or hybrid position. While a regularly scheduled telecommuting day is not an available benefit for IEC employees, an employee who has completed the probationary period may request a situation-dependent day to work remotely in connection with a specific project.

JOB SUMMARY: The Environmental Program Specialist will support the Executive Director in fiscal management, contract and grant management, office administration, benefits administration and human resources administration. Duties include fiscal management and administrative support, reviewing and forwarding vendor invoices for approval and payment, preparing invoices, assisting with onboarding new employees, ensuring compliance with contract and award conditions, and assisting with various other tasks as needed. Desired candidate is detail-oriented, with exceptional organization skills and proficiency in Quickbooks Online, Excel, Word, PowerPoint, Outlook and Teams.

DUTIES AND RESPONSIBILITIES:

- Support IEC's Executive Director in administering IEC's contracts, federal, state and local awards and agreements
- Assist the Executive Director with the management of awards, subawards, procurement contracts, and amendments.
- Assist the Executive Director with processing and coding vendor invoices, and preparing invoices for services rendered by IEC using Quickbooks Online.
- Act as liaison between Executive Director and IEC's accounting firm, bill payment platform and Quickbooks Online.
- Assist with hiring and onboarding of new staff, including ensuring the necessary onboarding documents are completed in a timely manner.
- Assist the Executive Director with benefits administration, including health plan and flexible savings account enrollments and retirement system enrollments.
- Submit monthly reports as required to the New York State and Local Retirement System and the New Jersey Division of Pensions and Benefits.
- Review and analyze timesheets and employee reimbursement vouchers for accuracy and adherence to established policies and procedures.
- Send reminders and communications to staff regarding policies, timesheets, scheduling and operations updates.

IEC JOB DESCRIPTION
Environmental Program Specialist
Office Administrator

- Assist with reporting requirements related to grants, contracts and agreements including semiannual reports, annual MBE/WBE utilization, financial reports.
- Follow-up with grantors regarding the status of invoice payment.
- Insurance management: review, maintain and provide insurance certificates as required by grantors
- Interact with building management and vendors providing goods and services to ensure efficient office and laboratory operations.
- Update and maintain physical inventory
- Maintain contract and accounting files.
- Maintain accurate spreadsheets.
- Analyze accounting data for accuracy.
- Special projects and other duties as assigned.

SUPERVISORY CONTROLS: Incumbent operates under the general supervision of the Executive Director who provides instruction on new work, guidance, and review of completed work to assure accuracy and adherence to established policy and requirements. The incumbent is expected to independently perform tasks in an efficient, proactive and accurate manner, using good judgment.

MINIMUM QUALIFICATIONS: A bachelor's degree with at least 3 years professional experience in an office setting. Exceptional attention to detail, organization skills and demonstrated ability to multi-task. Proficiency in Quickbooks Online, Excel, Word, Outlook, PowerPoint, Teams, Adobe.

Special Knowledge and Skills:

- Experience with managing requirements and administrative conditions related to federal awards and agreements preferred.
- Benefits administration and human resources experience preferred.
- Experience with managing insurance policies and reporting requirements, including Worker's Compensation and Disability payroll reports and audits.
- Experience with generating budgets.
- Proficiency with generally accepted accounting principles (GAAP)
- Experience with Information Technology.
- Effective verbal and written communication skills, including individuals at all levels, inside and outside IEC.
- Flexibility and the ability to work with shifting priorities; embrace new/evolving responsibilities.
- Ability to quickly learn new systems and tools.
- Proofreading and editing skills.