

OFFICE ADMINISTRATOR

Full time · On site · Brooklyn, New York

Employer: Interstate Environmental Commission

Location: c/o BioBAT, Building A, 2nd Floor, Brooklyn, New York 11220

Reports to: Executive Director

Schedule: Five days per week, 7.5 hours per day, on site

About the Commission

The Interstate Environmental Commission addresses water quality in its jurisdictional waters in New York, New Jersey, and Connecticut. The Commission was established by interstate compact in 1936 and is responsible for protecting the water and air of its jurisdictional area.

The Position

The Office Administrator supports the Executive Director in fiscal management, contract and grant administration, office administration, benefits administration, and human resources administration. The position keeps financial, award, and personnel transactions accurate and timely, and keeps office and laboratory operations running without interruption.

The Executive Director provides instruction on new work and reviews completed work. The Office Administrator is expected to carry out assigned work independently, efficiently, and accurately. This position does not supervise staff.

What You Will Do

- Process and code vendor invoices, forward them for approval and payment, and prepare invoices for Commission services in QuickBooks Online.
- Serve as liaison among the Executive Director, the accounting firm, the bill-payment platform, and QuickBooks Online.
- Maintain accounting files and spreadsheets, and review accounting data, timesheets, and reimbursement vouchers for accuracy and policy compliance.
- Support administration of contracts and federal, state, and local awards, including subawards, procurement contracts, and amendments.
- Monitor award conditions and assemble required reports, including semiannual reports, annual MBE/WBE utilization reports, and financial reports.
- Follow up with grantors on invoice payments, and review, maintain, and issue insurance certificates.
- Assist with hiring and onboarding, and with health plan, flexible spending account, and retirement enrollments.
- Submit monthly reports required by the New York State and Local Retirement System and the New Jersey Division of Pensions and Benefits.
- Communicate with staff on policies, timesheets, and operations.
- Coordinate with building management and vendors, maintain contract files and the physical inventory, and complete other assigned projects.

Schedule and Location

Work is performed on site at the Commission's Brooklyn office five days a week, 7.5 hours per day, except when compensatory time has been approved. A regularly scheduled telecommuting day is not available. After the probationary period, an employee may request a situation-specific remote day tied to a particular project.

Benefits

Benefits include vacation, personal, and sick leave; health, life, and disability insurance; tuition reimbursement; eligible for the public service loan forgiveness program; defined benefit retirement plan through New York State and New Jersey

Minimum Qualifications

- A bachelor's degree, or equivalent in education and experience.
- At least three years of professional experience in an office setting.
- Exceptional attention to detail, strong organizational skills, and a demonstrated ability to manage multiple priorities.
- Proficiency in QuickBooks Online, Excel, Word, Outlook, PowerPoint, Teams, and Adobe.

Preferred Qualifications

- Experience with administrative requirements and conditions of federal awards and agreements.
- Benefits administration and human resources experience.
- Experience with insurance policy management and reporting, including workers' compensation and disability payroll reports and audits.
- Experience preparing budgets and a working knowledge of generally accepted accounting principles.
- Enough information-technology experience to support office systems and learn new tools quickly.
- Clear written and verbal communication, and strong proofreading and editing skills.

How to Apply

Applications will be received externally using indeed.com. Please use the following link: IEC Office Administrator