FISCAL AND GRANTS 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. Established by interstate compact in 1936, we address water quality across our tri-state jurisdiction and run our own laboratory. We are a small, mission- driven team, and everyone's work directly supports environmental protection in the region.

The Position

We are looking for a detail-oriented finance and administrative professional to keep the Commission's money, contracts, and people operations running accurately and on time. You will report to the Executive Director and own your work day to day, with clear policies, direct access to leadership, and real autonomy. You will not supervise staff. This is a good fit if you enjoy being the person who makes the details work, whether that means reconciling an invoice, meeting a grant reporting deadline, or getting a new hire's benefits set up correctly.

What You Will Do

Finance and Bookkeeping

- Process and code vendor invoices in QuickBooks Online, route them for approval and payment, and prepare invoices for Commission services.
- Serve as the main contact among the Executive Director, our accounting firm, our bill-payment platform, and QuickBooks Online.
- Maintain accounting files and spreadsheets, and review timesheets, reimbursement vouchers, and accounting data for accuracy and policy compliance.

Contracts and Grants

- Support administration of contracts and of federal, state, and local awards, including subawards, procurement contracts, and amendments.
- Track award conditions and prepare required reports, including semiannual reports, annual Minority- and Women-Owned Business Enterprise (MBE/WBE) utilization reports, and financial reports.
- Follow up with grantors on invoice payments, and maintain and issue insurance certificates.

Benefits and Human Resources

- Assist with hiring and onboarding, and with health plan, flexible spending account, and retirement enrollments.
- Submit monthly reports to the New York State and Local Retirement System and the New Jersey Division of Pensions and Benefits.
- Answer staff questions on HR policies, timesheets, and office operations.

Office Operations

- Coordinate with building management and vendors, maintain contract files and the physical inventory, and keep office and laboratory operations running smoothly.

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 paid vacation, personal, and sick leave; health, life, and disability insurance; tuition reimbursement; eligibility for the public service loan forgiveness program; defined benefit-pension through New York State and New Jersey retirement systems, not a 401(k) match

Minimum Qualifications

- Bachelor's degree, or equivalent education and experience
- Three or more years in bookkeeping, accounts payable or receivable, grants administration, HR or benefits administration, or similar administrative work
- Exceptional attention to detail, strong organization, and the ability to manage multiple priorities
- Proficiency in QuickBooks Online and Excel, and working proficiency with Microsoft Office (Word, Outlook, PowerPoint, Teams) and Adobe

Preferred Qualifications

- Experience at a nonprofit, government agency, or other grant-funded organization
- Familiarity with federal award requirements and reporting
- Benefits administration, HR, or insurance experience (workers' compensation and disability reports and audits)
- Budget preparation and working knowledge of GAAP
- Strong writing and proofreading skills

You do not need to check every preferred box. If you have a strong bookkeeping or administrative background, we will train the right person on benefits and grant compliance.

How to Apply

Applications will be received externally using indeed.com. Please use the following link: Fiscal and Grants Admin