



ALLEGHENY RiverTrail Park

PART-TIME BUSINESS MANAGER

Are you passionate about fostering community spaces and driving operational excellence? Allegheny RiverTrail Park, a vibrant nonprofit nestled along the Allegheny River in Aspinwall, is seeking a Part-Time Business Manager to join our team. This flexible and fulfilling role combines financial expertise with mission-driven work, helping us maintain and grow our impact.

As a 501(c)(3) nonprofit and PA State Certified Land Trust, our park provides free public access to trails and parkland, welcoming tens of thousands of visitors each year and offering 400+ public programs. If you're ready to contribute your skills to a meaningful mission and be part of a dynamic team, we'd love to hear from you!

General Summary

The Part-Time Business Manager oversees bookkeeping, financial reporting, payroll, and HR support, including accounts payable/receivable, managing donations, budget prep, and tax compliance. You'll work closely with the Executive Director, Board, and staff to ensure smooth operations and financial accountability.

Key Responsibilities

Financial Management and Reporting

- Prepare invoices for rental and usage fees; manage and reconcile receipts to ensure accurate records.
- Reconcile bank accounts monthly and prepare financial reports, including quarterly budget monitoring summaries, for the Executive Director and Board of Directors.
- Prepare and monitor the annual budget, assist committees with budget preparation, and analyze variances.
- Reconcile all donations in QuickBooks Online and manage restricted and pass-through contributions.
- Provide requested tax data to tax preparers; issue Form 1099s at year-end.
- Create individual year-end acknowledgment letters for donations when required.
- Maintain and update accounting notes to document budget variations and activities throughout the year.

Accounts Payable and Receivable

- Review, secure approval for, and process vendor invoices.
- Prepare and process check requests, ensuring online payments have dual authorization.
- Enter and reconcile cash, check, and credit card deposits.

- Manage all aspects of deposits

Payroll and Human Resources

- Prepare payroll documents for staff and submit them to PayChex.
- Maintain personnel files related to payroll and benefits.
- Write and update policies for the Employee Handbook as needed.

Grant and Donor Management

- Assist with the preparation of grant applications and track their progress.
- Manage restricted funds associated with grants and ensure compliance with grant reporting requirements.
- Record and reconcile all donations in QuickBooks Online accurately.

Administrative Support

- Attend Board of Directors and Finance Committee meetings as needed; prepare required reports and provide updates on financial operations.
- Support the Executive Director and staff with operational and programmatic functions, including occasional event assistance.

Qualifications

- Proficiency in QuickBooks Online and Microsoft Office Suite.
- Strong understanding of nonprofit financial management and accounting principles.
- Experience with accounts payable, receivable, payroll, and budgeting.
- Familiarity with grant management and donor reconciliation.
- Excellent organizational skills with a high degree of accuracy and attention to detail.
- Ability to handle sensitive information with discretion and maintain confidentiality.
- Strong communication and interpersonal skills.
- A passion for delivering, learning, and executing upon the mission of Allegheny RiverTrail Park.

Preferred Experience

- Prior experience in a nonprofit organization.
- Familiarity with tax compliance, including 1099 preparation.
- Experience working with PayChex or similar payroll systems.

Working Conditions

- Part-time role, approximately 20-25 hours/week.
- Flexible schedule, with some evening availability required for Board and committee meetings.
- Combination of on-site work at Allegheny RiverTrail Park and remote work as needed.

To apply: send cover letter and resume to jobs@alleghenyrivertrailpark.org