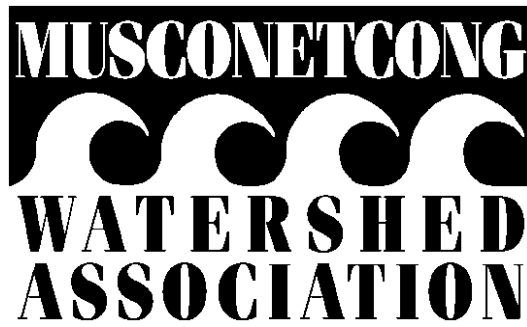




August 2026

Job Title: Finance/HR Manager

Reports to: Executive Director

Classification: Part-time, exempt (15-20 hours/week)

Salary: \$25-\$40 hourly, commensurate with experience

Musconetcong Watershed Association (The Musky)

Musconetcong Watershed Association members are part of a network of individuals, families and organizations that care about the Musconetcong River and its watershed, and are dedicated to improving the watershed resources through public education and awareness programs, river water quality monitoring, promotion of sustainable land management practices and community involvement.

Job Purpose

Provide support to the Association through development and implementation of processes relating to financial management, accounting, annual budget preparation, management and tracking of grant budgets and expenditures, payroll, insurance, audit support, and Human Resource activities.

Duties and Responsibilities

Finance Related

- **Budgets and Financial Statements:** Prepare annual budget, prepare financial statements for board of directors, prepare variance analysis of actual vs. budget, and prepare specific reports and financial analysis upon request. Reconcile monthly bank statements.
- **Manage Accounts Payable:** Review invoices and check requests, categorize appropriately, prepare checks. Review expenditures, code to appropriate fund accounting or restricted grant tracking.
- **Manage Accounts Receivable:** Receive cash and checks, code to appropriate account, prepare deposits. Prepare invoices.
- **Grants Management:** Review proposed budgets for grant proposals; prepare budget reports to funders, track grant income and expenditures. Prepare quarterly submission to National Park Service, including report on In-Kind and Volunteer hours.
- **Payroll and Time Tracking:** Enter employee time records into time tracking database. Manage payroll and quarterly filing process. Prepare W-2 and 1099 tax statements.

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- **Year-End, Annual Filings:** Assist with annual financial review/audit (performed by external CPA). Provide reports and information as needed for annual tax filings.
 - **Insurance:** Ensure that insurance policies are up-to-date, including addition and deletions of Additional Insureds. Provide reports and information as needed for insurance audits.

Human Resource Related

- **Workforce Planning:** New employee preparation and orientation; develop and ensure job descriptions are up-to-date; exit procedures.
- **Employee Relations:** Ensure personnel files are complete and up-to-date; ensure performance reviews are up-to-date; facilitate resolution of staff-related issues; ensure compliance with NJ labor regulations.
- **Policy Formulation:** Ensure Employee Handbook is up-to-date and being followed; Development of new operational SOP's and policies; ensure SOP's and policies are up-to-date.
- **Compensation/Benefits:** Prepare paperwork for Unemployment Insurance, Worker's Compensation and/or Family Leave as needed; new employee set-up for compensation, direct deposit, etc.

Qualifications

- **Education:** Bachelors degree in Accounting, Business, Math, Finance or related field.
- **Experience:** Minimum 2-3 years of experience in bookkeeping or accounting, ideally within the non-profit sector. Deep familiarity with QuickBooks is required
- **Skills:** Flexible and a self-starter, able to work independently and prioritize tasks appropriately. Organized, efficient and able to multi-task while also being highly detail-oriented. Personal qualities of integrity, credibility and commitment to MWA's mission.

Supervisory Responsibilities

None

Special Requirements

Some in-office days are required. Scheduling flexibility offered including some remote work opportunities.

Job Classification

Part-time. Full time can be considered.

To Apply

Send a resume and cover letter indicating your interest to:

Eileen Murphy, Executive Director
Musconetcong Watershed Association
10 Maple Avenue, P.O. Box 113
Asbury, NJ 08802

Or email (preferred):
Eileen@musconetcong.org

Posting open until position filled.