



Friends of Five Rivers – Supporting Environmental Education

The mission of Friends of Five Rivers is to support environmental education at the Five Rivers Environmental Education Center as well as to enhance the experience of visitors to Five Rivers and to promote the interests of the Center. Friends of Five Rivers is a not-for-profit that operates in partnership with NYS Department of Environmental Conservation at the Five Rivers Environmental Education Center in Delmar, NY.

Volunteer Title: Accounting Clerk

Reports To: Reid Prinzo, Treasurer

Position Description:

We are searching for an enthusiastic accounting assistant who is committed to the mission of Friends of Five Rivers and willing to volunteer his/her expertise and skill to help the organization. The accounting assistant will work with the Treasurer and Development and Outreach Coordinator to assist with data entry, processing, and recording transactions, updating the ledger and providing data to help prepare budgets and reports.

Responsibilities:

- Providing support to the Treasurer and Development and Outreach Coordinator
- Performing basic tasks, such as electronic filing of invoices and data entry
- Handling communications with clients and vendors via phone and email
- Processing transactions, issuing checks, and updating ledgers, budgets, etc.
- Providing data to prepare financial reports.

Time Commitment:

- Flexible, as arranged with the Treasurer and Development and Outreach Coordinator

Requirements:

- The accounting assistant must be thorough and accurate with good bookkeeping skills. Experience with accounting software is required with preference for experience using Quickbooks and Excel.

For more information please contact:

Reid Prinzo: Treasurer@FriendsofFiveRivers.org



Equal Employment Opportunity

It is the policy of Friends of Five Rivers, Inc. (FFR) to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, creed/religion, disability, national origin, sex/gender, sexual orientation, veteran or military service member status, familial status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception. Please see New York State's Equal Employment Opportunity Rights and Responsibilities handbook (PDF) for more information.

It is the policy of FFR to provide all qualified persons with equal opportunity in employment and to participate in and receive all the benefits, services, programs and activities of the FFR. Reasonable accommodations will be provided to persons with disabilities and those engaged in a religious observance or practice, as are necessary to provide such equal opportunity.

It is the policy of FFR to provide reasonable accommodation to ensure effective communication of information to individuals with disabilities. If you need an auxiliary aid or service to make this information available to you, please contact the President, Friends of Five Rivers at president@FriendsofFiveRivers.org