



Wissahickon Trails is a community-based conservation organization headquartered in Ambler, PA. For 67 years, we have worked to protect and restore nature in the Wissahickon Valley, preserving nearly 1,300 acres of critical open space, building 24 miles of trails for public access, and protecting the health of the Wissahickon Creek. We are seeking a new member of our team who will have the opportunity to impact local environmental conservation and improve the quality of life in the Wissahickon Valley.

Finance & Administration Director

The Finance & Administration Director is responsible for finance, business planning and budgeting, administration, facilities, and IT. This position reports to the Executive Director and is a member of the organizational leadership team and is expected to be a role model for all staff of the integrity, innovation, and joy we can bring to our everyday work.

We are seeking someone who is eager to contribute to a culture that values relationships, prioritizes listening to others, and has a demonstrated commitment to advancing equity, inclusion, and accessibility. This is a full-time, exempt position reporting to the Executive Director. Some work on weekends and evenings is required.

Essential Duties and Responsibilities

- Manage financial functions, including vendor payments, invoice generation, banking, accounts payable/receivable, payroll, and grant/contract management, while ensuring compliance with GAAP and relevant regulations.
- Provide timely documentation and review the work of the bookkeeping service who posts and reconciles all financial transactions to our books and ledgers.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate quarterly and annual financial statements, provide ad hoc project analysis; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Lead the annual audit process, liaise with external auditors, senior leadership and the Finance Committee.
- Oversee and lead annual budgeting and planning process in conjunction with the Executive Director; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Manage and maintain a robust financial management/ reporting system; ensure that the grants and donor directed pledge billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements. Update policies as required.
- Manage employee administrative functions including onboarding, compensation adjustments, insurance and benefit administration, etc.
- Effectively communicate and present the critical financial matters to the Executive Director and the Board of Directors.
- Manage vendor contracts including annual assessments, renewals and when appropriate, replacement.
- Contributing to a culture of philanthropy through vendor relationships, business relationships, and donor relationships
- Manage the Administrative and Operations Assistant. This position is responsible for reception, answering and directing all incoming calls, directing inquiries to appropriate resources, overseeing

all IT functions, orders administrative supplies, coordinating all building maintenance, opens mail, logs receipts for presentation to Development and Finance and makes deposits to the bank.

- Additional tasks and special projects as assigned.

Qualifications, Experience, & Core Competencies

If you meet at least 75% of the criteria below we encourage you to apply.

- Strong background in nonprofit accounting and management.
- Minimum of a BA, ideally with an MBA/CPA/CFA or related experience.
- At least 7 to 10 years of overall professional experience; ideally six-plus years of broad financial and operations management experience.
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting, and audit coordination for either a division or significant program area.
- Ability to translate financial concepts to colleagues and committee and Board members who do not necessarily have finance backgrounds.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software.
- A successful history in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Personal qualities of integrity, credibility, and dedication to the mission of Wissahickon Trails
- Ability to work well independently and as part of a team.
- The ideal candidate embraces diversity as a core value. At Wissahickon Trails we are passionate about building and sustaining an inclusive and equitable working and learning environment for all staff, Board and all who use our resources and services. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.
- Must be able to travel independently around the region for programs and meetings.
- Must pass background clearances to work with children.

Physical Demands/Work Environment

The physical demands and work environment characteristics described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job, unless the requested accommodation causes undue hardship. The employee must be able to traverse 1-8 hours at a time outside at events or preserves and trails across the watershed. The employee is also regularly required to sit or stand at a desk for hours at a time, and stand, walk and operate general office equipment (computer, telephone, file cabinets, copier, fax machine and printer).

Compensation

This is a full-time, exempt position (salary range is \$85k - \$95k) with a full range of benefits, including paid time off, health (90% of employees and 50% of covered dependents premiums are paid by Wissahickon Trails), vision, and retirement (401k with up to 5% of salary matched by Wissahickon Trails after six months of employment).

About Wissahickon Trails

At Wissahickon Trails, we work to inspire and engage diverse communities of people in protecting, stewarding, and enjoying the land and waterways of the Wissahickon Valley. The board and staff are a collaborative team driven by the belief that people benefit when nature thrives. As a team, we are intentional in the culture we collectively create. We strive to be inclusive and equitable, as well as accountable, kind, and thoughtful towards each other.

We do not rely on Federal grants to operate, and we are a fiscally responsible organization.

We have a hybrid work environment where staff are in the office Mon-Thurs and Friday staff can work from home. Our office includes a few dogs, there are optional opportunities for socializing outside of work, staff field trips, and lots of laughs.

We value a racially, ethnically and culturally diverse work community and encourage applications from people of all backgrounds. Board and staff committees are working to build an inclusive, equitable, and diverse work environment and organization. Please feel free to ask us about this work! E.O.E.

To Apply

Please submit your resume and cover letter outlining experience and interest in working for an environmental organization, to Gail Farmer, Executive Director, hr@wissahickontrails.org. To submit your application by US Mail: Gail Farmer, 12 Morris Rd, Ambler, PA 19002. No phone calls please. Only complete applications will be considered. **For full consideration, please submit your materials by September 5, 2025**