

**Adirondack North Country Association
Operations Coordinator**

ANCA is an equal opportunity employer and welcomes candidates from diverse backgrounds.

ANCA encourages applications from persons who identify as Black, Indigenous, and People of Color, as well as other underserved and underrepresented communities.

ANCA is a high-functioning organization with a work culture that balances productivity, achievement and dependability with work-life balance. We are a group of passionate, mission-driving individuals who go to great lengths to support our various stakeholders and one another. Our staff have a lot of autonomy but with that autonomy comes the obligation to work independently and deliver results with limited direction and structure.

About ANCA

The Adirondack North Country Association is an independent, nonprofit corporation with a transformational approach to building prosperity across northern New York. Our work focuses on four key areas that keep wealth local and build prosperity: regional food systems, energy, entrepreneurial economies, and the Adirondack Diversity Initiative. We are committed to and include the principles of diversity, equity, and inclusion in all aspects of our work. ANCA is supported by a combination of public and private funding. Please see www.adirondack.org for more information.

Purpose of the Position

The ANCA Operations Coordinator supports the operational needs of the organization including human resource administration, office management, grant administration and compliance support, and potentially bookkeeping.

This is an ideal position for an individual who works well with a wide variety of tasks and responsibilities and who can prioritize and operate independently.

Duties & Responsibilities:

Part-time (20 hours) Operations Coordination:

- Provide human resources administrative support including benefits administration, Paychex administration, recruitment and more
 - Serve as point person for Paychex (our payroll and time management system) including employee support, backend maintenance and support; and QuickBooks integration support
 - Administer open enrollment, benefits claims, and benefits onboarding for new staff
 - Coordinate with hiring managers to post their job openings and coordinate applicant flow
- Provide primary support for ANCA's Google Workspace
 - Maintain ANCA calendar
 - Maintain email distribution lists
 - Support employees with their G-suite
- Provide audit and grant compliance support
 - Maintaining our grant eligibility and compliance with funding agencies and organizations
 - Coordinate documentation gathering for our annual audit
- Provide office management support
 - Maintain copier & phone systems
 - Organize purchase of supplies and other needed items
 - Serve as landlord liaison
- Light bookkeeping – Experience with QuickBooks is highly desired
- Other duties as assigned

Desired Qualifications & Skills

The ideal individual:

- Has the ability to exercise good judgment in a variety of situations and will possess strong written and verbal communication, administrative, and organizational skills.
- Is creative and enjoys working within an environment that is mission-driven, results-driven, and community-oriented.
- Has the ability to maintain a realistic balance among multiple priorities; and is able to work under pressure at times to handle a wide variety of

activities.

- Exercises a great deal of discretion, as they may frequently be provided with highly confidential information.
- Is patient and detail-oriented, with meticulous tracking and follow-through across projects ensuring no “balls are dropped” amidst the demands of the position.
- Recognizes pain points and problems, and is flexible, proactive, and creative in identifying solutions
- Is an independent, problem-solver who can figure things out without a lot of direction

Qualifications:

- Experience: 3 years related work experience in human resources - administration - finance/payroll
- Excel skills – Experience working with Excel and Google Sheets
- QuickBooks – Working knowledge of QuickBooks highly desired
- Good working knowledge of all Microsoft Office applications and Google Suite
- Experience with and high level of comfort with computers and technology
- Familiarity with non-profit sector and grant funding administration
- A problem-solving attitude, an ability to manage multiple and often conflicting priorities, and initiative
- Excellent communication skills, both verbal and written
- Excellent organizational skills, commitment to accuracy and attention to detail
- Ability to handle sensitive and confidential situations with diplomacy

ANCA staff are highly motivated and highly dedicated individuals who collaborate with and through one another. We have a lot of flexibility and work-life balance but that is because we are dependable, team players who manage our time effectively and get things done despite having many and often conflicting deadlines and priorities. We work in a hybrid environment (remote and in-office) demanding that we work extra hard to communicate and focus. We are committed to Diversity, Equity and Inclusion. Successful candidates will have demonstrated abilities to thrive in this type of work culture.

Reporting: The Operations Coordinator will report to ANCA's Director – Finance & Operations and will work collaboratively with other ANCA staff.

Work Location: The successful candidate will work out of ANCA's main office in Saranac Lake, NY. This is a hybrid position with an expectation that the incumbent works in the Saranac Lake office several hours a week.

Benefits & Hourly Rate: The salary range for this position is \$22.00 - \$24.00 per hour dependent upon skills and experience, payable semi-monthly. Hours are reported using the Paychex web or phone platform. Benefits include vacation, sick and personal time according to ANCA's personnel policy.

Employment: This is a part-time position (20 hours/week). Work schedule can be somewhat flexible.

How to Apply: Please send a cover letter and resume to: hr@adironack.org. No phone calls, please. Please submit applications by March 25, 2024. ANCA's office is at 67 Main Street, Suite 201, Saranac Lake, NY. Learn more at www.adironack.org.