



Position Advertisement

Finance & Administration Director

Details

Status

Full-time exempt.

Location

Beechwood Farms Nature Reserve, 614 Dorseyville Road, Pittsburgh, PA. 15238. This position is primarily on-site, with hybrid flexibility available based on organizational needs.

Department

Finance & Administration

Reports To

Executive Director

Salary Range

\$75,000-\$90,000, commensurate with experience and qualifications.

To Apply

Send resume and cover letter as a single pdf file via email to hr@aswp.org.

Position Posting

Posted on 8/28/26. Anticipated start November.

Job Summary

The Finance & Administration Director provides strategic and operational leadership for the financial, administrative, and human resource functions of Audubon Society of Western Pennsylvania. The position carries out the nonprofit's financial management and administrative functions, ensures regulatory compliance, and strengthens the internal systems that support effective decision-making and operations.

The Director is an important partner in advancing ASWP's long-term financial sustainability and growth through sound financial management, strategic analysis, and effective stewardship of organizational resources. This position directly accomplishes core financial operations, including budgeting, forecasting, financial reporting, cash management, accounting, payroll, accounts payable and receivable, grant and restricted fund accounting, endowment administration, and coordination of the annual audit.

Working closely with the Executive Director and leadership team, the Director translates financial information into practical recommendations while strengthening and modernizing ASWP's financial and administrative infrastructure. This is a working leadership position requiring the ability to balance strategic planning and organizational improvement with direct responsibility for the day-to-day execution of core financial and administrative functions including human resources.

Responsibilities

Financial Planning & Organizational Leadership

1. Partner with the Executive Director and leadership team to manage and improve the organization's annual budgeting process and long-term financial planning.
2. Strengthen and maintain the organization's financial structure and coding systems to support accurate accounting, cost allocation, budgeting, grant management, and decision-making.
3. Develop cash flow projections, scenarios, and reporting that identify financial risks, opportunities, and variances and support informed decision-making.
4. Analyze the costs and financial performance of programs, facilities, and earned-revenue activities and provide financial leadership to directors and managers regarding budget ownership, cost management, and revenue performance.
5. Develop and maintain financial policies, procedures, internal controls, and reporting systems that strengthen accountability and efficiency.

Financial Management & Accounting

1. Carry out and manage the organization's day-to-day accounting functions using QuickBooks, ensuring accurate and timely financial records.
2. Manage accounts payable and receivable, deposits, expense reimbursements, payroll coordination, banking, cash management, and credit cards.
3. Manage the monthly and year-end financial close process, including reconciliations, journal entries, financial statements, and other reporting.

4. Maintain systems for tracking unrestricted, restricted, and designated funds, including grant and donor revenue and related expenses, and ensure appropriate financial reporting and compliance.
5. Coordinate the annual financial audit, including preparation of schedules and supporting documentation and implementation of recommendations.
6. Manage relationships with auditors, investment advisors, insurance providers, banks, payroll vendors, and other financial service providers.

Endowment, Grants & Compliance

1. Carry out financial administration and reporting for the endowment and other investments and coordinate with the Executive Director, Board, and investment professionals regarding deposits, distributions, balances, and investment info.
2. Maintain and improve systems for grant budgeting, financial tracking, cost allocation, and reporting in collaboration with program and development staff.
3. Develop and maintain practical methods for appropriately allocating staff time and shared costs among grants, departments, and projects.
4. Maintain systems and records necessary to support financial, tax, employment, grant, insurance, and other organizational compliance requirements.
5. Review and administer certain organizational contracts, leases, and agreements, including financial obligations, key dates, and compliance requirements.

Human Resources & Administration

1. Lead and continuously improve core human resource policies, systems, and administrative processes.
2. Administer employee benefits, retirement plans, workers' compensation, unemployment, and related employee programs.
3. Support the Executive Director and managers with employment processes, compensation administration, personnel policies, and employee records.
4. Coordinate employee onboarding and offboarding and maintain effective administrative systems for employees working across multiple facilities, including seasonal staff.
5. Manage organizational insurance, licenses, registrations, and other administrative requirements.

Systems & Organizational Infrastructure

1. Lead efforts to improve and modernize financial, administrative, technology, records management, and other organizational systems and workflows.

2. Coordinate the administration and development of core organizational technology and information systems with staff and external providers.
3. Maintain and improve organizational systems, records management, and information practices to strengthen efficiency, accuracy, internal controls, access to information, data security, and integration across functions.

Leadership & Collaboration

1. Serve as a member of the organization's leadership team and contribute to organization-wide planning and decision-making.
2. Coordinate consultants, vendors, volunteers, and other resources supporting finance and administrative functions.
3. Provide understandable, timely financial information and recommendations to the Executive Director, Board of Directors, and Finance Committee.
4. Help identify and develop future staffing, volunteer, consultant, or technology capacity needed to support effective finance and administration functions.

Qualifications, Education, and Experience

1. Bachelor's degree in accounting, finance, business administration, nonprofit management, or a closely related field required. CPA, CMA, advanced degree, or other relevant professional certification preferred.
2. Minimum five years of progressive experience in financial management, accounting, or business administration, including significant responsibility for organizational financial operations.
3. Experience in nonprofit financial management strongly preferred. Candidates should have familiarity with the complexities of nonprofit accounting, including restricted funds, grant accounting and reporting, and cost allocation.
4. Demonstrated experience with budgeting, forecasting, financial reporting, accounting, internal controls, cash management, and financial analysis.
5. Proficiency with QuickBooks or similar accounting software and experience managing accounting systems.
6. Experience coordinating or leading annual audits.
7. Experience administering payroll, employee benefits, human resource systems, or other administrative functions preferred.
8. Demonstrated ability to improve or modernize financial, administrative, or organizational systems and translate problems into practical solutions.

9. Experience managing vendors, consultants, cross-functional projects, or other external and internal relationships.
10. Strong analytical, problem-solving, communication, and organizational skills, with the ability to explain financial information clearly to staff and Board.
11. Experience working with multiple organizational information systems—including accounting, payroll, CRM, point-of-sale, or time-tracking systems—and improving the flow of information between systems preferred.
12. High level of integrity, discretion, initiative, attention to detail, and commitment to responsible stewardship of organizational resources.

Benefits

1. Comprehensive health, dental, and vision insurance with significant employer contributions toward employee premium and deductible costs.
2. 100% employer-paid life, short-term, and long-term disability insurance
3. Retirement plan with 3% employer match
4. 10 paid holidays annually
5. Paid Time Off (18 to 28 days annually based on tenure)
6. Sabbatical leave benefit for long-tenured employees
7. 40% employee discount at the Beechwood Farms Nature Store

Work Environment & Physical Requirements

This role is primarily office based on-site work. While based at Beechwood Farms Nature Reserve in Fox Chapel, the position will occasionally travel to ASWP's properties in Butler County. Occasional evening and weekend work is required for events. The position may involve walking on uneven terrain, standing for extended periods during events, and lifting materials up to 25 lbs.

The Organization

Audubon Society of Western Pennsylvania connects the people of southwestern Pennsylvania to birds and nature through its programs, projects, and places.

Founded in 1916, Audubon Society of Western Pennsylvania (ASWP) is an environmental education and conservation engagement organization based in Pittsburgh (Fox Chapel). ASWP is a fiscally and legally independent chapter of National Audubon and serves a seven-county region consisting of Allegheny, Armstrong, Beaver, Butler, Fayette, Washington, and Westmorland counties. Through robust programs, projects, and places, ASWP educates and inspires the people of southwestern

Pennsylvania to be effective stewards of the natural world and to help create more bird-friendly communities. Each year, ASWP engages over 20,000 students — from pre-K through college — in formal, hands-on, natural history programs. ASWP also reaches more than 10,000 adults and families through programs that create environmental literacy and excitement for the natural world. Among the programs and initiatives available:

- In-school Programs: ASWP programs connect students in schools, on its reserves, and online to the wonders of birds and nature. These programs are an entry point to life-long learning and stewardship.
- Master Birder Program: This program is designed to provide participants with techniques to enhance their existing avian identification skills including identification by sight and sound, and understanding avian biology, local ecology, and habitat requirements in southwestern PA.
- Certified Backyard Habitat Program: A program to guide people in helping birds and pollinators across southwestern PA. Each CBH acts as a mini-nature reserve, providing quality habitat for wildlife and reducing threats such as outdoor cats and window strikes.

These projects enable people to participate in meaningful conservation activities and/or help to improve and maintain important habits and resources throughout the region. ASWP's nature centers and reserves — Beechwood Farms Nature Reserve in Fox Chapel, Allegheny County; Succop Nature Park in Butler; Butler County; and Todd Nature Reserve and Buffalo Creek Nature Park in Sarver, Butler County — offer over 12 miles of trails through more than 500 acres that provide an oasis for individuals, families, and groups to explore and reconnect with nature at their own pace.

With an annual operating budget of \$2.9 million and 15 FT employees, (plus teams of seasonal and part time help and passionate volunteers), ASWP conducts both formal and informal programs in schools, local parks, and at its four locations, advocates on behalf of birds, and conducts conservation programs throughout western PA.

For more information, please visit: <https://www.aswp.org/>

Access to Nature & Equal Opportunity Employment

Audubon Society of Western Pennsylvania believes that everyone should have access to nature regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or socio-economic status. ASWP is committed to providing a workplace and guest experience that is accessible, respectful, and welcoming to all. ASWP is also an equal opportunity employer and does not discriminate in employment based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other protected characteristic under applicable federal, state, or local law.