



**Join our team.**

**The AADC is seeking a Finance Administrator who is passionate about women's empowerment to join in advancing our mission.**

**Become part of a vibrant alumnae association and an advocate for women's leadership and lifelong learning.**

The Associate Alumnae of Douglass College (AADC) is an independent 501(c)(3) organization. The AADC develops and promotes connections among Douglass alumnae by providing programs, services, networks, and life-long learning opportunities that represent the interests and needs of our world-wide network of diverse alumnae.

The Finance Administrator will join a passionate and committed team of professionals and will provide critical accounting support for our operations.

This position is responsible for accounting activities supporting the maintenance of the general ledger and for the preparation of various accounting reports. The Finance Administrator is directly responsible for accounts receivable, including charitable gift contributions and non-contribution cash receipts. Directly responsible for accounts payable including responsibility for determination of appropriate budget accounts, ensuring timely payment and needed documentation of all transactions. Responsible for administration of event registrations. Responsible for other duties including report preparation, tracking inventories or ordering supplies and other essential functions that have budget implications. The Finance administrator assists in achieving key Financial and Operational goals, including achieving an unqualified opinion on the annual audits.

### **Qualifications**

- Associates degree in related field, Bachelor's preferred.
- 3 years' work experience in a corporate or not-for-profit environment
- Proven administrative, book-keeping, planning, organizational, and problem-solving skills, and constituent relations experience.
- Excellent interpersonal, presentation and written and verbal communication skills.
- Proficiency in the use of MS Office Word, Excel and PowerPoint is required.
- Experience with Momentive MIP accounting and Donor Perfect constituent management software preferred.

- Well organized, detail oriented and self-motivated
- Demonstrates a high level of personal integrity, tactful in handling confidential information.

Prior experience with an alumni association and/or in a higher education setting is desirable.

Starting salary range commensurate with education and experience. The AADC is an Equal Opportunity / Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law or policy.

If you are interested in applying for employment with the AADC, please forward a cover letter, resume, salary requirement, and references to the Associate Alumnae of Douglass College, 181 Ryders Lane, New Brunswick, NJ 08901, ATTN: Finance Administrator Search or email to [douglassalumnae@douglassalumnae.org](mailto:douglassalumnae@douglassalumnae.org).