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**Position: Office Administrator**

**Reports to: Executive Director**

**Location: Trenton, New Jersey**

**Type of Position: Full Time**

Crossroads of the American Revolution Association is a non-profit organization designated by Congress to manage the Crossroads of the American Revolution National Heritage Area. The heritage area fosters the conservation, preservation and interpretation of New Jersey’s Revolutionary-era sites and landscapes in collaboration with more than 130 heritage area partner sites as well as government agencies, historical societies, arts organizations and businesses.

Crossroads was recently selected as the private partner to work with the N.J. Historical Commission on planning for the 250th anniversary of the American Revolution in 2026 and beyond.

**Position Description:**

The Office Administrator is a full-time salaried position which plays a vital role in ensuring the financial and organizational success of Crossroads programs. The Office Administrator is a very organized, detail-oriented person who performs core administrative and financial functions. This includes maintaining financial records for the organization and its programs, coordinating office operations and procedures, and providing support to the Executive Director and Crossroads Board of Trustees.

**Responsibilities and Duties:**

* Process accounts payable and receivable, issue invoices, manage vendor transactions, record receipts, prepare bank deposits, and process payroll.
* Reconcile all financial activity in accounting software system on a daily basis, and provide weekly cash flow reports.
* Prepare National Park Service (“NPS”) Reports including quarterly, annual, work plan & budgets, special grant/assistance funds and others as required. Work with Crossroads staff on the narrative.
* Work with Crossroads staff to maintain data collection records including in-kind donation reports for NPS reports.
* Prepare financials for Semiquincentennial Reports for 250th state funding through the N.J. Historical Commission. Work with the Executive Director and staff on the narrative.
* Prepare accurate, monthly financial statements and other reports as requested by the Executive Director, Treasurer and/or Chairman.
* Prepare and track all compliance filings, including business registration, sales tax payments, insurance policies, Board conflict of interest disclosures, etc.
* Maintain appropriate financial records for all grant-funded activities; assist with grant reporter; monitor grant deadlines.
* Compile annual financial audit information for external auditor.
* Monitor personnel procedures, ensuring that all required policies are followed; process staff expense vouchers. Facilitate the addition of staff and interns.
* Send meeting schedules, notifications, agendas and materials for Board of Trustees meetings.
* Responsible for taking minutes at Board of Trustees Meetings.
* Implement a record retention, protection, updating and retrieval office system.
* Maintain inventory of office supplies and communications and program materials.
* Maintain office computers and equipment with intermediate knowledge of computer systems.
* Assist with acknowledgement letters, mailings and database entry.
* Support Executive Director.

**Qualifications:**

* Bachelor’s or Associate’s degree in accounting plus administrative experience in an office setting. Non-profit bookkeeping is a plus.
* Experience in the non-profit-sector desired, especially with federal and state government reporting.
* Demonstrated knowledge of accounting principles; bookkeeping certification is a plus.
* Experience with Quickbooks, Excel and knowledge of donor databases.
* Computer proficiency with MS Office products: Word, Excel, Outlook, and Power-Point, with focused experience particularly MS Access and Constant Contact.
* Exceptional time-management and organizational skills; ability to organize and prioritize workload.
* High degree of energy, self-motivation, and flexibility.
* Solid written and oral communication skills; excellent telephone manner.
* Strong people skills; with positive energy, a “can-do” attitude, and a high degree of initiative.
* Excellent recordkeeping and file retention skills.

Apply to Janice Selinger, Executive Director, Crossroads of the American Revolution Association at jselinger@revolutionarynj.org.

 *Crossroads of the American Revolution Association, the federally designated management organization for the Crossroads of the American Revolution National Heritage Area, is an equal opportunity employer dedicated to a policy of non-discrimination.*