



## **EMPLOYMENT OPPORTUNITY**

### **The Arizona Trail Association seeks to hire an Administrative Director**

#### **About the Arizona Trail Association**

The Arizona Trail Association (ATA) is the nonprofit organization whose mission is to protect, maintain, enhance, promote and sustain the Arizona National Scenic Trail as a unique encounter with the natural environment. The ATA's vision is a continuous 800-mile non-motorized path from Mexico to Utah connecting deserts, mountains, canyons, forests, communities and people. Formed in 1994, the ATA has been instrumental in the construction of the cross-state Arizona Trail and is responsible for its ongoing maintenance and protection. The trail received National Scenic Trail status in 2009, was completed in 2011, and has become one of the nation's premier long-distance trails.

#### **About the Available Position**

The Administrative Director is a core member of the ATA staff and is responsible for overseeing administrative details, bookkeeping, membership, public engagement, and a variety of duties to ensure the success of the organization. The Administrative Director works closely with the Executive Director, Development Director, Volunteer Program Manager, Trail Director and other staff to support the ATA's programs and operations within the main office located in Tucson. Work outside of the office will occasionally be required. Administrative Director will oversee a part-time Admin Assistant.

#### **Preferred Skills**

- QuickBooks Online and GAAP
- Salesforce
- Microsoft Suite, especially Excel

#### **Duties & Responsibilities**

##### **Administration**

- Manage integrations between payment processors, bookkeeping software and database
- Oversee database and repository management for donors and members, track donor trends, maintain database integrity and troubleshoot issues as they arise
- Manage ATA email and other Google Workspace products that the ATA utilizes
- Work with insurance to file claims for vehicles and other property as needed
- Maintain accurate digital and hard copy files
- Update ATA website, calendar and other resources as needed
- Support day-to-day operations at Tucson office and storage unit

##### **Financial**

- Process accounts receivable, accounts payable, and journal entries in QuickBooks
- Review ATA credit card receipts and upload monthly transactions to QuickBooks

- Add donor checks, cash and EFT contributions to database and make bank deposits
- Reconcile database contributions with payment processor settlement statements
- Provide contract bookkeeper with monthly revenue files and statements
- Interact with external auditors and produce supporting documents for yearly audit/review

### **Payroll and HR**

- Process on-boarding paperwork for new employees and contractors
- Be a resource for employees and explain policies
- Add employees to ATA's healthcare, dental, IRA and cell phone plans
- Process bi-monthly timesheets and reimbursements
- Issue employee W-2s, process unemployment claims and wage garnishments
- Facilitate annual worker's compensation audit

### **Merchandise**

- Oversee Admin Assistant in retail fulfillment
- Maintain inventory and restock as needed
- Work with staff and Graphic Designer to develop new products
- Manage wholesale program and communications with vendors
- Inventory and purchase mailing supplies
- Update online store on ATA website

### **Membership**

- Help members access their AZT portal and field questions regarding digital and tangible perks
- Coordinate membership and fundraising mailings
- Assist in the planning and coordination of the Annual Members Meeting

### **Other**

- Field questions for in-person visitors to the Tucson office
- Develop and maintain relationships with partners, members, donors, and volunteers
- Post to ATA social media platforms to promote fundraisers, events, membership and news
- Be an exemplary representative of the Arizona Trail Association and its mission and vision
- Other duties as assigned by Executive Director

### **Compensation**

- \$64,000 for full-time employment (40 hours/week)
- \$0.65/mile for personal vehicle use

### **Benefits**

- Health insurance through United HealthCare (50% of monthly premium covered by ATA)
- Dental insurance through Ameritas (50% of monthly premium covered by ATA)
- Verizon cellular plan (100% of monthly coverage with no limits on data)
- SIMPLE IRA plan with 100% match up to 3%, immediate vesting
- Paid time off (80 hours annually)
- 5 Sick Days (40 hours annually)

- Use of credit card for all business-related expenses
- 50% off all Arizona Trail merchandise sold through the ATA
- Staff shirt and nametag
- Pro deal discounts through Outdoor Prolink and IPA collective

### **Application Process**

The Arizona Trail Association is an Equal Opportunity Employer. Interested individuals are encouraged to apply by sending the following documents by email to Matthew Nelson, Executive Director (matthew@aztrail.org):

- Letter of Interest explaining why you are interested in this position and what makes you an ideal candidate
- Current curriculum vitae with relevant education and professional experience
- Three references, including name, telephone number, email, and context of professional connection

Applications will be accepted immediately, and the position will remain open until filled. Interviews will be conducted by Zoom. Qualified applicants can expect up to two interviews.

If you enjoy working within a core team of dedicated individuals within a progressive nonprofit organization, please apply today.