**Title: Fiscal and Administrative Coordinator (Full-Time) Health Insurance, Paid Time Off (PTO), Paid Holidays, Retirement Plan**

**$38,000-$44,000 based on education and experience.**

**About the Organization:**

The PA Route 6 Alliance is a 501(c)(3) organization established in 2003 to manage the 11-county PA Route 6 Heritage Corridor through implementation of the Strategic Management Action Plan, branding and marketing plans, community development programs, and other planning efforts.

The Alliance includes representatives from eleven counties, nine convention and visitor bureaus, four Heritage Areas, and many local development districts, Chambers of Commerce, businesses, and organizations throughout the corridor region and greater state of Pennsylvania. Under the leadership of the PA Route 6 Alliance, these citizens join together to preserve, enhance, and promote the historic highway and treasured resources that contribute to their shared sense of place. Using the corridor’s Strategic Management Action Plan as a guide, they initiate heritage tourism development strategies to promote more sustainable local economies and enhance the quality of life in every community along US Route 6 in Pennsylvania and the surrounding PA Route 6 Heritage Corridor Region.

**Services** — The PA Route 6 Alliance has 6 areas of concentration, each intended to help make the PA Route 6 Heritage Corridor a great place to visit and even better place to live. They include:

* ***Tourism Promotion***
* ***Cultural Conservation***
* ***Education and Interpretation***
* ***Open Spaces and Recreation***
* ***Economic Development***
* ***Partnership***

**Mission** — US Route 6 in Pennsylvania, which passes through the 11 counties of Crawford, Erie, Warren, McKean, Potter, Tioga, Bradford, Wyoming, Lackawanna, Wayne, and Pike, is the focus of an effort to preserve, enhance, and promote the transportation heritage of one of the nation's first transcontinental highways, the rural communities linked by the highway, and the natural scenic beauty of one of America's favorite road trips.

This job description is subject to change at any time and is defined by the PA Route 6 Management Action Plan and Executive Director.

**Requirements:**

* Degree in Accounting, Finance, Business Administration, or related field preferred or five years previous work experience.

## **Physical Demands** — Must be able to operate a motor vehicle in variable conditions (including day and night, all seasons and weather, and rural and urban terrain) to travel throughout the 11-county PA Route 6 Heritage Corridor and occasionally throughout the rest of Pennsylvania and into neighboring states to meet with groups and/or individuals at their place of work or established meeting location. Some bending, lifting/carrying of moderately heavy/bulky objects, walking moderate distances, and climbing stairs may be necessary.

**Work Environment** — Work is primarily in an office setting. A valid driver’s license and active auto insurance policy are required. Must be willing to work well independently as well as part of a team. Occasional travel with overnight stays. Must be able to clearly communicate with the public and effectively respond to questions, in both individual and group meeting situations.

**Roles and Responsibilities:**

*(Including, but not limited to…)*

**Bookkeeping (main):**

* Manage day-to-day financial transactions including accounts payable, accounts receivable, and bank reconciliations.
* Maintain accurate and up-to-date financial records using accounting software (e.g., QuickBooks).
* Prepare financial reports, including profit and loss statements, balance sheets, and cash flow reports.
* Assist in the preparation of budgets and financial projections.
* Process payroll and ensure compliance with tax regulations.
* Coordinate with external accountants for annual audits and tax filings.
* Monitor grant funds and ensure proper allocation and reporting of expenses.
* Annual submission of financials to CPA for tax and charitable organization reporting and auditing.
* Compiling, filing and organization of financials for grant management and close out requirements.
* Assist in administering employee benefits such as health insurance, retirement and paid time off.

**Administrative Support:**

* Communicate with Executive Director to establish and maintain effective and efficient office management systems and processes.
* Provide general administrative support to the Executive Director and Board of Directors, including scheduling meetings, preparing agendas, and taking minutes.
* Assist with the coordination and logistics of events, meetings, and community outreach programs.
* Maintain and organize office files, records, and databases.
* Handle incoming communications, including phone calls, emails, and mail, and respond or direct as appropriate.
* Assist in preparing and distributing newsletters, reports, and other communications.
* Support grant writing and reporting efforts by gathering necessary financial and administrative information.
* Other duties as assigned.

**Qualifications:**

* Associate’s or Bachelor’s degree in Accounting, Finance, Business Administration, or related field preferred.
* Minimum of two years of experience in bookkeeping or accounting roles.
* Proficiency in QuickBooks or other accounting software.
* Strong knowledge of Microsoft Office Suite (Word, Excel, Outlook).
* Excellent organizational skills and attention to detail.
* Strong verbal and written communication skills.
* Ability to work independently and manage multiple tasks simultaneously.
* Experience with non-profit organizations or grant management is a plus.

**Preferred Skills:**

* Familiarity with the PA Route 6 region and its communities.
* Experience in an administrative support role, preferably in a non-profit or community organization.
* Ability to handle sensitive information with discretion and maintain confidentiality.

**Benefits:**

* Health Insurance, retirement and generous paid time off.
* Flexible work schedule with potential for some remote work.
* A collaborative and supportive work environment focused on making a positive impact in the community.

**Think You’re a Great Fit for the Team?**

***Tell us why*** in a professional but personable letter of interest! Send it, along with your resume and our general employment application to ***candace@paroute6.com*****.**

**How to Apply:** Interested candidates should submit their resume, cover letter, application and references to candace@paroute6.com. Applications will be reviewed on a rolling basis until the position is filled.

The application can be found at [**paroute6.com/join-our-team/**](https://paroute6.com/join-our-team/)**.**

**PA Route 6 Alliance is an Equal Opportunity Employer.**