MONROE COUNTY LAND BANK CORPORATION

39 West Main Street
Rochester, NY 14614
landbankcorp@monroecounty.gov

MONROE COUNTY LAND BANK CORPORATION
ADMINISTRATIVE MANAGER

Recommended - Finance Committee - Oct. 2, 2026

Independent Administrative Manager / Bookkeeper (1099 Contract)

- **Compensation:** $45.00 per hour
- **Position Type:** 1099 Independent Contractor (Remote / Hybrid flexibility)
- **Estimated Hours:** Part-time estimated to be up to 20 hours a week with the need for more hours on rare occasions and less hours on other occasions (flexible, scaled around monthly board cycles, reconciliations, and reporting deadlines)

Position Overview

The Administrative Manager will assist with bookkeeping and record-keeping, grant coordination and reporting, procurement of goods and services for project implementation, Board communications, and other tasks related to finances and operations as they arise. This position requires a strong commitment to the public interest, a high level of interaction with funders, and attention to detail. The Administrative Manager will report to the MCLBC Board of Directors or their designated representative.

Key Responsibilities

- **Financial Management & Bookkeeping:** Handle all aspects of bill payment, tracking, and monthly bank reconciliations.
- **QuickBooks & Board Reporting:** Maintain accurate ledgers in QuickBooks and produce comprehensive financial reports prior to each monthly Board Meeting and upon request.
- **Compliance & Reporting:** Assist with the preparation of annual PARIS Reports to the Authorities and Budget Office (ABO), as well as annual report preparation.
- **Audit Preparation:** Assist leadership and external teams with the annual audit process.
- **Grant Tracking:** Maintain grant tracking and allocations categorized by class and location.
- **Vendor Management:** Maintain vendor files, request W-9s, provide tax-exempt forms as needed, and manage routine vendor invoicing correspondence.
- **Recordkeeping:** Maintain organized electronic and physical filing systems, including properties folders, vendor files, insurance documents, and tax filings.

Preferred Qualifications

- Bachelor's or Associate Degree in accounting, finance, business administration, or a related field.
- Proven bookkeeping and fiscal/budgetary management experience.
- Prior experience with grant tracking, reporting, and bookkeeping.
- Familiarity with New York State Authorities and Budget Office (ABO) requirements and PARIS reporting.
- High proficiency in QuickBooks and MS Office (Excel/Word).
- Strong capability to manage multiple parallel projects, prioritize deadlines, and maintain strict attention to detail.
- Ability to work independently with minimal oversight while collaborating effectively with leadership and board members.

How to Apply

Please submit your resume or a brief overview of your bookkeeping experience, along with a summary of relevant experience with QuickBooks and public-sector compliance (such as NYS ABO/PARIS), to landbankcorp@monroecounty.gov.

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