Position Description:
Office Manager

Job Title: Office Manager
Start Date: Aug 2024
Location: Work will be performed both out of WI Land+Water’s Madison, Wisconsin office, as well as remotely.

Position Description:
The Office Manager leads the financial and administrative management operations of our statewide 501(c)(3) nonprofit organization. The position works under the general supervision of the Executive Director and works closely with the Associate Director other relevant staff, as well as the organization’s contract Certified Public Accountant. This position is vital to the success of our organization, fulfillment of our mission, and service to our 800-plus members.

Position Responsibilities and Related Activities:

Oversee financial operations (40% FTE)
1) Administer accounts receivable through Quickbooks, including deposits, payment processing, bill payment, and event invoicing.
2) Administer USDA-NRCS Contribution Agreement and associated county sub-contracts on a quarterly basis.
3) Assist contract certified public accountant (CPA) with monthly electronic banking and credit card reconciliations.
4) Ensure compliance with annual financial reporting (Internal Revenue Service, Wisconsin Dept. of Financial Institutions) and federal contract eligibility renewals.
5) Prepare and manage annual financial audits, in concert with contract CPA.
6) Issue membership dues notifications and invoices, and process payments, on an annual basis.
7) Assist with budget development on an annual basis and quarterly financial reports, as needed.
8) Assist with Annual Conference sponsor relations and support.

Support human resources functions (5% FTE)
1) Administer organizational health and life insurance policies.
   a. Manage health insurance renewals on an annual basis and reporting requirements, as necessary.
   b. Process life insurance on a monthly basis and update as necessary with personnel changes.
2) Assist with aspects of onboarding and offboarding new personnel.

Manage office operations (5% FTE)
1) Administer organizational accounts and licenses.
2) Monitor, manage and maintain office equipment and supplies; request repair or restocking as necessary.
3) Monitor general office voicemail and email accounts.
4) Communicate with landlord as necessary on rent and tenant-related issues, as necessary.

**Required Knowledge and Skills**
- Proficiency in QuickBooks
- Minimum of 2 years of experience in financial management, or related area.
- Positive attitude, and ability to function at a high level within a team, or independently.

**Preferred Knowledge and Skills**
- Effective organizational and problem-solving skills
- Understanding of day-to-day accounting processes, general ledger work, and detailed budget processes
- Commitment to WI Land+Water’s organizational mission
- Nonprofit experience

**Position Duration**
All WI Land+Water positions are dependent on funding and performance. This position is currently funded on a year-to-year basis, with the expectation of continuity beyond that. However, this position, like all positions at WI Land+Water, is at-will, and either WI Land+Water or the employee many discontinue the employment relationship at any time.

**Special Requirements**
- Periodic in-state travel
- Valid driver’s license
- Stable internet connection (allowing for remote work)

**Working Environment**
Work is performed out of WI Land+Water’s Madison, Wisconsin office, with some flexibility for working remotely. The position will be a mix of in-person and remote work. Unusual physical demands are not required in this position.

**Salary and Benefits**
This is a 50%-time, salaried position that offers a competitive salary ranging from $26,000 to 30,000, commensurate with experience. Benefits package includes retirement savings, paid holidays, transportation benefits, and paid time off. The position also offers flexibility, independence, and the ability to “bring your brain to work” every day, with a team of committed and fun colleagues.

**Statement on Diversity, Equity, and Inclusion**
While we come from many different backgrounds, land and water connect us all. It is why WI Land+Water’s mission is to protect, conserve, and enhance Wisconsin’s natural resources for current and future generations. Everyone should have a voice in protecting the water that we drink, the land that we farm, the parks where we play, the sites that tell our history, and the places that we call home. Although nearly 20% of Wisconsinites identify as a person of color, our conservation community does not reflect these demographics. This lack of diversity creates challenges in our ability to effectively collaborate and to address soil and water resource concerns. Together, we can evolve to create a more equitable sector for all those involved in conservation. Transformation often starts from the ground up and we want to strengthen our relationships with the diverse communities we serve.

**Application Procedure and Deadline**
Applicants must submit a resume, cover letter, and three references detailing their interest and fit to: hiring@wisconsinlandwater.org, with the subject line “Office Manager Position.” We will begin reviewing applications after July 8, 2024.