



## **Business Manager**

Wild Rivers Conservancy of the St. Croix & Namekagon seeks a skilled professional, with good critical thinking skills, bookkeeping and/or accounting and office management experience, to manage the business of our nonprofit organization. This is a three-quarter time salaried position. As the official nonprofit partner of the St. Croix National Scenic Riverway, we work closely with the national park service staff to conserve our wild and scenic rivers. Someone that enjoys running the day-to-day operations of an organization with financial, human relations, and program services while working in a fun and collaborative atmosphere will find this an appealing position.

## **Position Summary**

The business manager will work directly with the Executive Director. They will administer the operations of the Conservancy's day-to-day functions including non-profit bookkeeping and payroll, human resources support office and facility management, and activities support. They will manage the internal procedures needed to run a well-tuned nonprofit. The ideal candidate will have five plus years of multi account bookkeeping experience and familiarity with generally accepted accounting principles. This person must pursue their work with high attention to detail and accuracy.

## **Core Functions**

- Record financial transactions and reconcile accounts, process bi-weekly payroll, financial reporting support, and monthly and quarterly liability reporting and payments
- Create monthly and year-end reports using generally accepted accounting principles
- Assist with the preparation of the organization's annual budget, audit, and taxes
- Provide overall office management to the Conservancy and its staff assisting with equipment and supplies inventory
- Assist with office tasks related to general office upkeep, car maintenance, phones, IT, etc.
- Support human relations by organizing new-hire onboarding, benefits administration, and maintaining up-to-date files, policies, and forms
- Assist the Executive Director with Conservancy Board functions including meeting preparation, recording of minutes, and other support activities
- Other duties as assigned

## **Qualifications**

- Bachelor's or associate degree in accounting, business administration or related field
- Five plus years of demonstrated bookkeeping/accounting using QuickBooks desktop and/or inventory accounting experience including payroll, financial reporting, and project tracking

- Proficient skills using Microsoft Office or Google productivity suite
- Experience working in a collaborative setting supporting management, staff, board, and other key stakeholders
- Possessing a highly organized and methodical workflow driven by a commitment to data accuracy and integrity.
- Proficient in project management with the ability to manage multiple initiatives with timeliness, flexibility and professional manner.

The Office Manager position is a three-quarter time salaried position with benefits. The salary range is \$45,000 to \$55,000, dependent on experience. The position is based at the Acreage in the picturesque river town of Osceola, Wisconsin. Some night and weekend work will be required, with occasional travel throughout the St. Croix watershed.

**To apply, please send a resume and cover letter** to Deb Ryun at [careers@wildriversconservancy.org](mailto:careers@wildriversconservancy.org). Applications are due by Friday, June 2, or until the position is filled.

Wild Rivers Conservancy of the St. Croix & Namekagon **is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**