National Nonprofit seeks an Office Manager/Bookkeeper

Wild Ones: Native Plants, Natural Landscapes is a national nonprofit environmental organization with 60 chapters in 20 states. Our mission is to promote environmentally sound landscaping practices that protect biodiversity through the preservation, restoration, and establishment of native plant communities. We have a small national office that supports the work of members and chapters and leads the organization in planning, advocacy, and policy guidance.

Wild Ones is looking for an enthusiastic Office Manager/Bookkeeper to keep its national office running smoothly. This position will support the overall functions of Wild Ones operations, including financial, programs, administration, chapter and member support. The position reports to the Executive Director.

Responsibilities

Office Management

- Ensure excellent member and chapter service by all staff
- Develop, implement, and maintain office policies and procedures in consultation with the Executive Director
- Oversee vendors, contracts, and relationships.
- Create reports and dashboards for the Director, BOD, and chapters
- Serve as the primary contact for members and chapters; answer questions, assist in solving problems
- Compile information for quarterly *Journal*
- Coordinate programs including Seeds for Education and Native Plant Butterfly Garden Recognition
- Prepare information packets for newly chartered chapters; monitor compliance with charter requirements
- Renew annual state registrations
- Coordinate vendors and volunteers working on Wild Center maintenance; ensure appropriate safety equipment and procedures are used
- Ensure office security by serving as liaison with security firm
- Maintain organizational files
- Support in the hiring of new employees;
- Onboarding of new employees and post termination procedures
- Provide assistance in use of office equipment - basic troubleshooting, arranging repairs, and miscellaneous projects
- Monitor and determine the need for office supplies; negotiate all purchasing of and place orders for all office supplies and equipment
- Organize online meetings and assist chapter leaders and other volunteers in setting up meetings
- Provide operational support and assistance as requested
- Record meeting minutes when needed; ensure and support follow through on action items
- Other tasks, projects, and duties as assigned

Bookkeeping and Payroll

- Responsible for the bookkeeping, AP/AR, verifying accuracy of invoices
- Make all entries into QuickBooks – invoices/payment/cash and check deposits, PayPal, etc.
- Consult with Executive Director and others to ensure adequate segregation of duties
- Generate reports in Quickbooks as needed
- Provide administrative support to the financial functions of the agency
- Coordinate with banks (on issues including bank signatories, etc.)
- Accept and maintain records of donations through cash, check or credit card
• Assist the Director in preparing annual budget
• Ensure that the organization complies with applicable federal, state, county and city regulations
• Manage payroll and benefits; prepare payroll for payment
• Monitor time and attendance requests (vacation and other PTO); reconcile with payroll data
• Collect and verify payroll timesheet information from staff
• Analyze, prepare and accurately input all payroll data and maintain backup documentation
• Prepare payroll tax returns, file quarterly and annual forms
• Provide support to all employees regarding approved payroll procedures and practices
• Maintain payroll and personnel files in accordance with organizational and industry-wide standards
• Prepare data and reports in compliance with the Affordable Care Act reporting requirements

Qualifications

Essential
• A minimum of one year bookkeeping experience
• One year QuickBooks experience
• One year office management experience
• Proficient in Microsoft Office products
• Ability to organize work, set priorities, meet deadlines, and complete tasks with a minimum of direction
• Excellent communication and teamwork skills
• Must be able to work well under deadlines and other pressures
• Must be flexible, responsive, reliable and professional
• Highly organized and detail oriented
• Maintain positive work atmosphere by behaving and communicating in a manner that fosters good relationships with co-workers and supervisors
• Ability to resolve conflicts in a professional manner; courteous of co-workers, members, and volunteers

Preferred
• Associates Degree with bookkeeping coursework
• One year Payroll experience
• Familiarity with WordPress
• Experience in non-profit budgeting

Helpful
• Knowledge of environmental issues
• Familiarity with natural landscaping and native plants
• Experience with Adobe Creative Suite

We don't expect our ideal candidate to possess all of the above requirements. We are looking for someone with a positive attitude who is quick learner and willing to do whatever is needed to support Wild Ones' operations.

Salary: $38,000 per year; exempt
• Flexible schedule; occasional evenings may be required.
• 10 days of vacation and 10 days of sick pay per year
• Ability to purchase Aflac insurance products
• Eligible for SIMPLE IRA Retirement plan after minimum employment requirements are met; up to 3% company match.

Location: WILD Center, 2285 Butte des Morts Beach Road, Neenah, WI 54956

To apply
• Email cover letter and resume as a single pdf document to president@wildones.org. Write “Office Manager-Bookkeeper position” in the Subject line. Use the following naming protocol for the document: Last name_first name-Office Manager.pdf
• Applications will be reviewed as they are received and accepted until the position is filled. The position is open immediately, so apply early!