

# Carpenter St. Croix Valley Nature Center

## Full-time Hourly Position

<b>Job Title:</b>	<b>Office Manager-Accounting Specialist</b>
<b>Reports to:</b>	Executive Director
<b>Job Classification:</b>	Full-time
<b>Hours/Week:</b>	40 hours per week
<b>Calendar:</b>	FIRST YEAR: March 15-September 30, 2020 SECOND YEAR: October 1, 2020-September 30, 2021
<b>Pay Rate:</b>	\$43,000-\$53,000 dependent on qualifications
<b>Benefits:</b>	Access to employee-funded pre-tax health and childcare spending accounts 10 days paid sick leave and 10 paid holidays annually Health Insurance after 90-day introductory period Life Insurance & Long-term Disability Insurance after 120-day introductory period Paid Vacation after 180-day introductory period that increases with seniority Lincoln Financial 403(b) retirement plan with 3% company match after 120 days
<b>Scheduled Days/Hours:</b>	Weekdays, with some weekends and occasional evenings
<b>Location:</b>	This position will be based on the Minnesota Campus.

### General Description/Summary:

Carpenter Nature Center is a 501(c)(3) not-for-profit organization that provides preschool through 12<sup>th</sup> grade environmental education curriculum, plus public programs and events to 20,000 – 30,000 visitors each year. The Nature Center encompasses 725-acres of natural habitat along the St. Croix River with a campus in Minnesota and a campus in Wisconsin. Carpenter Nature Center is seeking a detail-oriented person to manage office operations and perform all on-site accounting. This individual will work closely with the Executive Director and will be responsible for all on-site financial reporting and duties, including payroll. This person will be skilled at customer service to perform duties including answering phones, working with external auditors, and supporting the Board of Directors meetings.

### Key Areas of Responsibility:

#### Accounting, Financial Reporting and Payroll:

- Manage day-to-day processing of accounts receivable and payable. Responsible for making bank deposits, handling petty cash, balancing accounts, reimbursement requests, and processing credit cards. Maintain a proper system of internal controls to ensure the proper recording of financial activity and to protect organizational assets. Ensure accuracy and timeliness of all financial records per accounting procedures and guidelines.
- Manage cash flow and forecasting. Monitor progress and changes and keep leadership team abreast of the organizations financial status.
- Prepare, analyze and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly and annual financial statements in accordance with generally accepted accounting principles. Prepare timely and accurate reporting to grantors, the Finance Committee, the Auditor, the Development Committee and Board of Directors.
- Process registrations and payments for programs. Receive and/or generate and track invoices for vendors, customers and sponsors. Manage online registrations and payments. Maintain school, summercamp and vendor database.
- Work with Executive Director on annual budgeting process. Review all financial plans and budgets.
- Coordinate the annual audit process, liaise with external auditors and the Finance Committee of the Board of Directors

- Responsible for Human Resource administrative functions, including insurance enrollment, retirement plan enrollment, new employee reporting, payroll processing and maintenance, COBRA, worker's comp.
- Serve as primary contact for routine HR questions including coordinating PTO requests/balances, tracking approved and actual hours, maintain a copy of the Employee Handbook, Board Member Handbook, Payroll Schedule and other materials for staff reference. Organize staff meetings with the Executive Director including scheduling, preparation and distribution of documents, room set up, AV, and taking and circulating meeting notes. Order and proof read business cards and name tags for employees. Assist ED by documenting HR issues.

**Office Management and Public Relations:**

- Work with a team of staff, Board Members, interns and volunteers to promote and represent Carpenter Nature Center in a professional and responsible manner. Answer and direct phone calls in a prompt and polite manner. Welcome and assist visitors in a friendly manner. Handle visitor and public input courteously and responsively with respect for differing opinions and maintain positive relationships across sectors. Maintain high level of knowledge of the organizations programs in order to respond to internal and external inquires via phone and email.
- Responsible for incoming and outgoing correspondence including those of a confidential nature.
- Responsible for day-to-day activities managing a dynamic office, with a wide variety of revenue streams and programming. Maintains office administration/manager-type functions such as ordering supplies. Work within a budget with fiscally responsible use of resources and purchase or/maintenance of equipment. Open and close office daily. Act as the main point of contact for general office needs.
- Maintain a calendar of events and implement a system that enables and anticipates long-term planning and effective event management with the flexibility to incorporate lessons learned.
- Maintain central files, archive administrative files, record keeping, data entry, and clerical support. Create and update forms, templates, documents with current branding. Draft, format, proofread, copy and or coordinate correspondence and documents. Assist with bulk mail and direct mail fundraising communications, such as the annual appeal.
- Assist with special events, including the fall gala & golf tournament. Work with the Volunteer Coordinator to host the annual 'Volunteer & Member Appreciation Picnic'. May serve as a participant on internal committees. Assist with special projects including nametags and meeting materials preparation.
- Manage merchandise purchasing and operations vendor contracts and analyze relevant expenses to ensure cost-effective purchasing strategies. Maintain professional working relationship with vendors.
- Attend all applicable training and related meetings.

**Supporting the Board of Directors/Executive Director:**

- Board of Directors support as instructed and authorized by the Executive Director, including logistical support, scheduling, meeting planning, assembling board notes and drafts of minutes and communicating with board members.
- Participate in ongoing strategic planning process as an integral member of the leadership team.
- Collaborate with Executive Director on operational and strategic issues as they arise, provide recommendations to the Executive Director based on financial analysis and projections.
- Research and ensure legal and regulatory compliance. Ensure all statutory obligations of the organization are met.
- Provide administrative support for Executive Director as needed.

**Other duties as assigned.**

**Job Requirements:**

- High ethical standards and conduct. Exercise sound judgement, discretion and a strong work ethic.
- Detail-oriented with a high level of accuracy and consistence with data entry skills.
- Strong computer skills and proficiency in Quickbooks, MS Word, Microsoft Office, Outlook and Excel.
- Excellent written, oral communication and interpersonal skills. Proven ability to draft clear, concise business correspondence
- Effective interpersonal skills to work with a diverse group of individuals of all ages and abilities including staff, interns, volunteers, customers and Board of Directors. Professional customer service mindset including the ability to be courteous personable and tactful when dealing with CNC's full range of stakeholders. Ability to maintain poise and demeanor appropriate to portray an image of professionalism.
- Excellent organizational, time management and analytical skills. Ability to balance competing priorities, complex situations and tight deadlines. Capacity to work under pressure while maintaining high quality standards and professionalism. Ability to meet deadlines and work with a team and independently. The capacity to work independently and as part of a team.
- Positive, optimistic attitude and willingness to be flexible. Strategic and forward thinking. The ability to take initiative while remaining open to ideas of others.
- High-level confidentiality, ability to maintain confidential records and information.
- Driven to continually improve office and program management practices.
- Reliable attendance and punctual.

**Qualifications/ Education/ Experience:**

- Bachelor's Degree or Associates in Finance, Accounting, Business, or related field, or equivalent work experience.
- 3-5 years' experience with management of financial and administrative operations, preferably in a non-profit setting. Experience may include Executive Assistant, Office Manager, Bookkeeper, Accounting and/or related role.
- Completion of criminal background check required for hire.

**Physical demands:**

- Ability to work indoors, and occasionally outdoors, and withstand the physical demands of the work which involves some lifting, carrying, stooping, bending, reaching, sitting and extensive computer use.
- Required to sit for long periods.

**Preferred but not required:**

- Experience working with Little Green Light
- Practice an individual commitment to sustainability and environmental responsibility.
- Enthusiasm for Environmental Education and Conservation.
- Experience working with a Board of Directors.
- First Aid/CPR/AED certification.

**To apply:** Please send a cover letter, resume and three references to:

Jennifer Vieth, Executive Director at

Carpenter St. Croix Valley Nature Center 12805 St. Croix Trail S., Hastings MN 55033

[Jennifer@CarpenterNatureCenter.org](mailto:Jennifer@CarpenterNatureCenter.org)

**Deadline:** 4:30 p.m. Monday, February 17, 2020.