

Job Title: Aldo Leopold Nature Center Business Manager

Job Type: Full-Time (30 hours per week)

Location: 330 Femrite Drive, Monona, WI (remote work optional for some shifts)

Reports To: Executive Director

Timeline: Accepting applications now through Jan 3, interviews through Jan 17, ideal start date Feb 3, 2025

Position Overview:

The Aldo Leopold Nature Center Business Manager plays a critical role in ensuring the smooth operation of the organization's financial, administrative, and human resources functions. This individual will be responsible for managing employee onboarding, payroll, financial oversight, donor data management assistance, and providing support to the Executive Director and Board of Directors. They will work closely with staff, vendors, and job-specific contractors to ensure proper compliance and efficient operations.

Key Responsibilities:

1. Staff Onboarding & Benefits Management
 - a. Oversee the onboarding process for new staff using Gusto, Quickbooks Online, QuickBooks Time, Google Workspace, and MS365.
 - b. Administer health, dental, life insurance, and 403(b) forms, ensuring all benefits-related paperwork is processed accurately and on time.
 - c. Conduct background checks for new hires and ensure completion of all required documentation.
 - d. Manage ongoing employee benefits, assisting with enrollments, changes, and inquiries.
2. Payroll & Paid Time Off (PTO) Management
 - a. Monitor, track, and submit payroll documentation to third party contractor, ensuring accurate and timely payments.
 - b. Manage and track employee PTO balances, approvals, and usage.
 - c. Ensure compliance with labor laws and regulations related to payroll and PTO policies.
3. Financial Management & Oversight
 - a. Oversee the processing and reconciliation of financial transactions including WI Shares, DoubleKnot, Brightwheel, and Square payments.
 - b. Track and manage unearned income, particularly in the organization's rental program.
 - c. Monitor credit card and Amazon purchases, ensuring proper documentation and reconciliation.

- d. Track checks, gift cards, and grants receivable for accurate reporting and cash flow management, and process related bank deposits.
 - e. Follow up on unpaid invoices and track outstanding accounts receivable.
 - f. Maintain financial records and reports required for the annual audit and Form 990, ensuring proper documentation and compliance.
 - g. Assist with the preparation of the annual budget and provide monthly financial reports to leadership.
4. Donor Data Management
 - a. Provide oversight and assist the Development Department in:
 - i. Keeping accurate donor records in the organization's CRM system,
 - ii. Tracking donations, grants, and pledges, ensuring proper acknowledgment and recognition,
 - iii. Preparing donor reports and communications,
 - iv. Generating reports and tracking donor engagement.
5. Office & Organizational Oversight Management
 - a. Renew annual insurance related coverage (i.e. business policies, worker's comp) and assist staff in filing claims as needed.
 - b. Manage office supplies by tracking inventory and ordering new items as needed.
 - c. Maintain a record of office assets, including laptops, software licenses, and other equipment.
 - d. Work with the Facilities Coordinator to ensure proper maintenance and replacement of office assets, keeping an accurate log of assets assigned to staff.
 - e. Coordinate with vendors for office needs, repairs, and services.
 - f. Support IT (contracted service) and the Facilities Coordinator to ensure smooth office operations.
6. Board Assistance
 - a. Provide administrative support to the Board of Directors, including assisting in scheduling meetings, preparing materials, and maintaining meeting minutes.
 - b. Assist in board governance, ensuring compliance with nonprofit regulations and organizational bylaws.

Qualifications:

- Bachelor's degree or relevant experience in business administration, finance, nonprofit management, or related field.
- 3+ years of experience in nonprofit administration, human resources, or financial management.
- Must pass Wisconsin Department of Children and Families background check and participate in fingerprint scan.
- Strong experience or familiarity with QuickBooks Online, Google Workspace, and MS365 or similar software systems and platforms, and familiarity or ability to learn Gusto, QuickBooks Time, and other related platforms.
- Knowledge of payroll systems and benefits management, including health, dental, life insurance, and 403(b) administration.
- Strong understanding of nonprofit financial management, including familiarity with audit preparation, grant tracking, and donor management.
- Excellent organizational skills with a high level of attention to detail.

- Strong interpersonal and communication skills, with the ability to work collaboratively across departments and with external stakeholders.
- Proficiency in financial software and tools, with the ability to create and interpret financial reports.
- Ability to manage multiple tasks and deadlines in a fast-paced environment.

Benefits:

- This position's minimum base pay, based on organizational level of responsibility and authority, starts at \$22/hour with an immediate increase available based on education or experience.
- Comprehensive benefits package including health, dental, life/disability insurance, and 403(b) retirement plan with 3% company match.
- 50% off enrollment and program fees for your children attending ALNC programming, including the Nature Preschool and Summer Camp.
- Generous PTO policy.
- Flexible schedule and work-from-home options.
- Fun, child-focused environment.
- Professional development opportunities.

To Apply:

Please send your resume, cover letter, and three references to ALNC President and Executive Director, Betsy Parker, at betsyp@aldoleopoldnaturecenter.org by end of day on Friday, Jan 3, 2025.