

JOB ANNOUNCEMENT

Position Title: Finance Director



PURPOSE & ROLE

Glacierland Resource Conservation & Development (Glacierland RC&D) is a nonprofit, grass-roots organization committed to the wise use and conservation of our natural resources and human resources. We promote sustainability on all levels – environmental, social and economic. This is accomplished by bringing together agencies, organizations and residents to work on projects addressing issues of sustainability in Eastern Wisconsin.

Glacierland RC&D is seeking a part-time Finance Director to support its mission. The Finance Director is responsible for ensuring that all monthly, quarterly, and annual finance management and reporting. This position works closely with the Executive Director to ensure proper financial management at all levels.

This position will be based out of a home office with an opportunity for use of a collaborative workspace or other office space as needed. The Finance Director must be located in Wisconsin.

This position is afforded the flexibility to schedule workdays as deemed appropriate but is generally available between the weekday hours of 8:00 AM and 4:00 PM. Evening and weekend meetings and events are occasionally necessary. Hours for this role are estimated to be approximately 20-25 hours / week.

This is a part-time, hourly position, with a pay range of \$25-28 / hour commensurate with experience. The funding for this position is based on grant and contract funding. This is a 6-month contract, with the potential to extend dependent on grant funding and performance.

JOB DUTIES

- Monthly, quarterly, and annual project finance management and financial reporting
- Manage all aspects of accounts receivable and payable – including entering vendor invoices and making payments, and invoicing customers and recording deposits
- Manage all aspects of payroll – including entering time sheet data, recording journal entries for projects, finances, and making payments
- Tax liability – Federal and State payroll tax payment and reporting
- Enter data from source documents and prepare bank reconciliations
- Credit card account management/reconciliation
- Assist with reimbursement request preparation for grant projects
- Generate financial reports monthly for board meetings and upon request
- Processing, mailing and filing of 1099s

- Assist with the annual compilation/review/audit and submission of the required IRS Form 990
- Assist with budget development
- Other tasks as assigned

MINIMUM QUALIFICATIONS

- Associate Degree in accounting, finance, business administration; or comparable demonstrated work experience
- Demonstrated experience performing bookkeeping services in a professional setting for a minimum of two years
- Demonstrated ability with accounting software, preferably with Quickbooks Online
- Demonstrated ability with Microsoft office programs
- Excellent interpersonal and written and verbal communication skills
- Must be organized, accurate and efficient

HOW TO APPLY

Interested applicants should submit a letter of qualifications, resume, and three professional references to Katherine Jaeger at director@glacierlandrccd.org. Any questions pertaining to the position can be directed to Katherine Jaeger at director@glacierlandrccd.org or (920) 465-3006.

This position is open until filled.