



Cedar Lakes Conservation Foundation Job Posting

Job Position: Office Manager

Type: Full-Time Salaried

Salary: \$40,000 plus a \$5,000 healthcare stipend

Location: West Bend, WI

The Cedar Lakes Conservation Foundation (CLCF) is a nonprofit land trust based in West Bend, WI. Our mission is to conserve the natural environment of the Cedar Lakes region. CLCF's vision is to sustain the abundant natural beauty, clean water, and biodiversity of the Cedar Lakes region for generations to come. We are a results-oriented organization and work to create an inclusive, diverse and equitable workplace. Since 1974, we have permanently protected over 2,900 acres of land—or just over 20% of our mission area. Learn more about us at www.conservecedarlakes.org.

The Position: We are looking for an experienced Office Manager who is enthusiastic about connecting people with nature. The Office Manager will be responsible for managing CLCF's day-to-day operations, including bookkeeping, record-keeping, and printing/postage-related activities.

Reports to: CLCF's Executive Director

Primary Responsibilities:

Bookkeeping and Administration (75%)

- Maintains financial reports, records, and general ledger accounts consistent with generally accepted accounting principles (GAAP).
- Prepares journal entries, account reconciliations and month end close reports;
- Assists with annual audit process and filing activities. Prepares and reviews documentation for external auditors;
- Supports or oversees various accounts payable and expense reporting activities, including annual 1099 reporting.
- Reconciles Form 941, W-2 and W3 with payroll records. Maintains strong internal controls including timely preparation of account reconciliations.
- Contributes to the development and review of annual operating budgets and performance projections;
- Ensures work meets compliance with internal control policies;
- Coordinates and supports staff and Board with financial and accounting related inquiries and tasks; and
- Collects mail and maintains post office box and CLCF's nonprofit permit;
- Updates recurring renewals;
- Responds to general emails and phone calls; and
- Attend staff meetings as well as committee and Board meetings as necessary.

Stewardship (25%)

- Assist Stewardship Coordinator with conservation easement monitoring and enforcement;
- Assist Stewardship Coordinator with land management and restoration projects as needed; and
- Prepare and update Baseline Reports for conservation easements.

The above lists are intended to describe the general nature and level of work being performed by the person in this position. They are not intended to be exhaustive lists of all responsibilities and duties required of this person.

Required Qualifications:

- Four-year or advanced degree in business, communications, public relations, natural resources, ecology, earth science or related discipline.
- Impeccable written and oral communication skills.
- Possesses a deeply rooted commitment to our mission and values related to the work we do.
- Intermediate level proficiency with Mailchimp and MS Office software, including Word, Excel, Outlook, PowerPoint, and Microsoft Teams. Database and email campaign experience strongly preferred.

Desired Knowledge, Skills and Abilities:

- Familiarity with QuickBooks and Excel
- Comfortable analyzing data;
- Excellent analytical, organizational, verbal and written communication skills;
- Experience working with non-profits;
- Demonstrated ability to handle highly sensitive and confidential data and situations with tact, professionalism and discretion;
- A team player who enjoys collaborating with diverse people and partner organizations;
- Comfortable representing and promoting the goals of CLCF;
- Available to work occasional evenings and weekends.

We know there are great candidates who may not check all of these boxes. We also know you might bring important skills that we haven't considered. If this describes you, don't hesitate to apply and tell us about yourself.

Compensation and Benefits:

- Salary \$40,000 per year.
- Full-time, exempt position, working 40 hours per week.
- In the first year, we offer 12 days of vacation (increases with years of employment), 10 days compassionate and medical leave per calendar year, and 10 paid holidays (including two floating paid holidays).
- We provide a \$5,000 medical stipend and a 3% of annual salary match to a Simple IRA once qualified for the program.
- We foster a respectful, collaborative, and fun work environment.

- We are an organizational culture that seeks, integrates, and nurtures self-direction, collaboration, diversity, equity, and inclusion with all employees.

Our Hiring Process and Timeline:

- We will review applications on a rolling basis until the position is filled.
- Our hiring team will conduct interviews when qualified candidates are identified.
- Finalists will be invited to a second-round interview; at that time, we will ask for three professional references.

To Apply:

- At your earliest convenience, please submit a resume and brief (one page) cover letter, including where/how you first found out about this position and why the position intrigues you and email to Executive Director, Linda Mutschler at lmutschler@theclcf.org.
- We look forward to your application!