



Finance Manager Job Posting

Osprey Wilds is a private, non-profit 501(c)(3) residential environmental learning center and conference & retreat center nestled on the shores of Grindstone Lake in east-central Minnesota. We are committed to developing an understanding, ethics and responsibility regarding the environment and stewardship through formal and informal teaching that links nature and humans. The Finance Manager is a pivotal position for our organization. This person will manage all aspects of our finances and works closely with the Osprey Wilds directors and finance committee members.

Responsibilities include but are not limited to:

Accounting

- Manage accounts payable/accounts receivable
- Maintain customer/vendor records
- Manage and reconcile credit cards
- Manage POS and sales reports for store
- Reconcile bank and fund accounts
- Create and process deposits

Finance

- Prepare and maintain quarterly financial reports
- Prepare and maintain cash flow, forecasts and analysis reports
- Active member of the finance committee
 - Assist Finance Committee with agenda and financial statements/packets
 - Attend Finance Committee meetings
- Yearly budget
 - Work with directors in creating new fiscal budget
 - Prepare budgets for board approval
 - Monitor departmental budgets

Payroll

- Timesheet creation and logging
- Process new employee paperwork: W-4s, direct deposit, W9
- Implement monthly payments/pull of employee benefits
- Process payroll every two weeks

Compliance

- Annual Audit – serve as key contact for external auditors
- Process audits for Workers comp
- Compile annual report data

Development

- Manage donor logistics
- Data entry using online CMR system (NEON) and acknowledgement process

Support

- Provide information and assistance to customers both in person and on the telephone
- Attend OW events and help where needed

Qualified candidates will have the following:

- 3-5 years of experience in finance management or equivalent degree
- Proficient in QuickBooks
- Ability to learn other computer programs
- Team-player who can also work independently
- Professional written and verbal communication skills

Benefits:

- Work in a beautiful setting: 780 acres with coniferous and mixed hardwood forest, creek, prairie, and wetland areas, as well as a lake with a beach
- Option to work in office-first Hybrid model
- Hourly wage: \$22.00 per hour
- Health (\$5,250 individual/\$10,500 family deductibles), Vision and Dental Plan options
- Life insurance, short-term and long-term disability insurance
- Simple IRA plan with 3% match
- HSA with employer contribution
- Free Employee Assistance Program
- \$300/year for professional development activities
- Made from scratch lunch provided during working hours
- 25% off in our gift shop and 50% off Osprey Wilds programs
- 3 weeks starting PTO with regularly scheduled increases
- 11 Floating Holidays