

## **Job Description:**

### **Office Manager with Accounting / Bookkeeping Experience**

Wildlife Forever, America's leading multi-species non-profit conservation organization, is seeking a full-time Office Manager with Bookkeeping experience. This is a diverse position within a fast-paced and growing environment. A successful candidate will be a self-starter with an ability to multi-task, have excellent customer service skills, and a desire to work for conservation.

#### **Bookkeeping**

- **MANDATORY: Quick Book Accounting Software Experience**
- Manage and monitor bank and credit card accounts, reconcile monthly
- Enter payroll via third party provider
- All aspects of accounts receivable, including creating and distributing invoices
- All aspects of accounts payable, including entering invoices, coding expenses, preparing checks
- Set up vendors and customers
- Prepare deposits, make check run weekly or more frequently as needed
- Monthly journal entries including depreciation and prepaid expenses
- Assist with creation of annual budget
- Assist external auditors with annual audit, preparation of Form 990 and financial statements
- Distribute Forms W-9 and ST-3 as needed
- Ad hoc reporting
- Manage petty cash

#### **General**

- **Mandatory: Excellent Customer Service**
- Answer phones and route calls
- Receive and distribute mail
- Ensure postal permits, state and federal registrations, and combined funding registrations are up to date
- Act as main liaison with insurance agencies; track employee eligibility and enroll as necessary
- Make monthly SIMPLE IRA deposits
- Track paid time off; verify sick and vacation time
- Assist staff, executives and board of directors with clerical duties as assigned
- Order supplies as needed

#### **Member Services**

- Raiser's Edge Database Management System
  - Enter membership data
  - Direct mail marketing
- Assist members and donors with needs or issues
- Prepare and ship fulfillment packages to members and donors

#### **Program**

- Work closely with the Conservation Program Manager to ensure grant budgets are met
- Track expenses per class and match to contracts

- Package and ship product orders
- Assist Conservation Program Manager and Education and Communication Coordinator as needed

### **Compensation**

- Full-time salary commensurate with experience

### **Benefits**

- 9 paid company holidays and 1 personal holiday annually
- 10 vacation days annually
- 6 sick days annually with the ability to accrue up to 30
- SIMPLE IRA contributions with 3% company match
- Life Insurance 100% company paid premiums

### **Requirements**

- Valid driver's license
- Ability to lift up to 50 pounds
- Ability to sit for up to 8 hours a day

### **Desired Qualifications**

- Previous Office Manager experience a plus
- Degree in accounting a plus
- QuickBooks and Raiser's Edge experience
- Nonprofit experience



**Please send cover letter and resume to:**

**Wildlife Forever  
Personnel Department  
5350 Hwy 61 North, Suite 7  
White Bear Lake, MN 55110**

**Or email: [info@WildlifeForever.org](mailto:info@WildlifeForever.org)**

**About Wildlife Forever (WF):** Wildlife Forever's mission is to conserve America's wildlife heritage through conservation education, preservation of habitat and management of fish and wildlife. For over 30 years, WF members have helped fund thousands of fish, game and habitat conservation projects across the country. To join or learn about the award-winning programs, including work to engage America's youth in our nation's outdoor heritage and stewardship, visit [www.WildlifeForever.org](http://www.WildlifeForever.org).