



Office Director Position Description

Title: Office Director

Reports To: Executive Director

Classification: Exempt

Location: Granby, CO

Closing Date: July 16, 2018

Desired Start Date: August 1 – August 15, 2018

Time: Full Time, Year-round

Rate of Pay: \$40,000 - 50,000 annually, DOE

Benefits: Health insurance; 3 weeks paid time off, federal holidays, and 2 week holiday break; employer-matched Retirement Simple IRA.

About the Society for Wilderness Stewardship

The Society for Wilderness Stewardship (SWS) is a non-profit organization seeking to promote excellence in the professional practice of wilderness stewardship, science, and education to ensure the life-sustaining benefits of wilderness. We do that by partnering with federal land management agencies (United States Forest Service, National Park Service, Bureau of Land Management and United States Fish and Wildlife Service) to complete important wilderness management projects.

Over the past three and a half years, SWS has grown significantly. Our goal for the next three year period is to: “ground and stabilize the Society for Wilderness Stewardship to lead out on broadening and diversifying the Community of Practice to preserve Wilderness Character.” The Office Director will play a big role in achieving this, and we are excited to find the right candidate to grow with us to the next chapter.

Position Overview

The Office Director will work closely with the Executive Director to develop, implement, and manage systems related to financial, human resources, membership, and web related issues. The Office Director is an integral part of the SWS staff team.

Primary Office Director Responsibilities

Fiscal Monitoring & Systems

Build and track systems where needed to ensure all transactions are in compliance with best accounting practices and A-133 Audit guidelines.

Maintain a Schedule of Expenditures of Federal Awards and close out monthly.

Maintain a Schedule of Expenditures of Federal Awards Notes.

Track federal expenditures and invoice federal grants and agreements monthly.

Manage monthly credit card expenditure reports from staff, work closely with SLC Bookkeeping to ensure transactions are coded correctly in the Quickbooks Online Chart of Accounts and attributed to the correct program.

Work closely with the Executive Director and Anderson Zurmuehlen Accounting to complete the IRS form 990 in a timely and accurate fashion.

Continually monitor internal controls and work closely with the ED to adjust as necessary.

Work closely with the ED and the Board of Directors to develop, update and maintain the Accounting Manual.

Work closely with the ED to draft federal grants and agreements throughout the year.

Develop and implement additional financial systems as necessary.

Reporting

Maintain a schedule of federal grants and agreements reports required and complete reports in a timely and detailed fashion.

Maintain a schedule of Workmans Compensation insurance policy reports required and complete reports in a timely and detailed fashion.

Work closely with SLC Bookkeeping to provide monthly Profit & Loss and Budget to Actuals reports to the ED and Board Treasurer.

Work closely with SLC Bookkeeping to provide quarterly Profit & Loss and Budget to Actuals reports to the ED and full Board.

Cash Management

Draft and maintain annual cash flow projections.

Process all employee reimbursements and track in appropriate systems.

Manage SWS bank accounts, and transfer funds between accounts and from the line of credit as needed.

Human Resources

Work closely with Trupp HR to onboard new employees, process paperwork, and enroll in payroll and benefits.

Maintain employee files.

Work closely with the ED to make changes to employee benefits as needed.

Work closely with the Fire Ranger Corps Recruitment & Compliance Officer to enroll AmeriCorps members in AmeriCorps and maintain accurate employee records following AmeriCorps procedures.

Work closely with the ED to update and maintain the Employee Handbook.

Work closely with The Insurance Shop to update, maintain and start new Workmans

Compensation Insurance policies as needed.

Facilities

Pay rent monthly for office and staff housing.

Work closely with the ED to establish staff housing options each season.

Work with facilities managers to process utilities payments.

Manage facilities issues by trouble-shooting and scheduling repair or maintenance services.

Membership

Work in the Membee database and track membership transactions.

Answer member questions and trouble-shoot database functionality with Membee staff.

Work closely with the ED to design membership promotions, benefits and systems.

Work with the ED to personally call each member annually.

Connect personally with new members.

Call dropped members personally.

Multi-Site Operations

Establish regular check-ins and oversight procedures for administrative staff operating in other areas, such as the Fire Ranger Corps Recruitment & Compliance Officer.

Learning Organization

Engage with SWS staff in weekly staff meetings and semi-annual trainings and retreats.

Complete federal grants and agreements trainings as needed and required, check federal grants and agreements policies and procedures monthly to stay aware of changes and update systems as necessary.

Train staff in financial, human resources, and other administrative functions regularly and as needed.

Website

Manage and update website content as needed (training provided).

Track inventory and expenditures for online storefront.

Track sales for online storefront.

Reconcile net sales for online storefront monthly.

Package and ship goods for online storefront.

Maintain inventory log and work closely with ED to replenish and add new products as needed.

Other

Perform other duties as necessary.

Collect, open, and sort mail.

Answer phone calls.

Key Qualifications

At least three years of similar duties, including: bookkeeping, accounting, human resources, and fiscal management.

At least one year of experience working with not-for-profit organizations.

At least three years of experience working with Quickbooks, preferably with Quickbooks online.

Prefer at least one year of experience working with federal grants and agreements compliance.

Prefer experience with a membership organization.

Bachelor's degree in a related field: business, accounting, non-profit management, etc.

Prefer advanced degree or additional fiscal/accounting certificates.

Ability to work as part of a team.

Interest in designing and building systems, and being part of a dynamic, growing, organization.

Highly organized, systematic, and detail-oriented.

Self-directed with a high degree of initiative, highly accountable, and orientated toward excellence and quality.

Outstanding written and oral communication skills.

Results-oriented with the ability to set and follow realistic goals and objectives.

Flexibility to adapt when faced with changing needs and priorities.

Proficiency with Microsoft Office, comfort with technology and social media.

A sense of humor.

To Apply: E-mail a resume, cover letter and three professional references to Heather MacSlarrow at: h.macslarrow@wildernessstewardship.org

Essential Functions: Employee may be required to sit, stand, and lift objects up to 50 lbs. Employee may be required to travel and camp in the backcountry, and to drive or fly to remote project locations.

The Society for Wilderness Stewardship is an equal opportunity employer.

All qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity or expression, national origin, marital status, age, disability, veteran status, genetic information, or any other protected status.