

## Position Description



<b>Title:</b>	Finance & Administration Manager
<b>Reports to:</b>	GRNA Executive Director
<b>Classification:</b>	Full-time (33+ hrs/wk), non-exempt
<b>Working Schedule:</b>	Flexible options
<b>Application Deadline:</b>	Open Until Filled

The **Finance & Administration Manager** works closely with the Executive Director to oversee all aspects of Grass River Natural Area, Inc.'s (GRNA, Inc.) finances and donor management database. She/he/they serves as the main point of contact in GRNA, Inc.'s administration office and provides exceptional customer service to constituents in addition to general office management duties. This person must exhibit a strong commitment to our mission of managing the Grass River Natural Area, conserving and protecting its watershed, and providing opportunities that increase knowledge, appreciation, and community-wide stewardship of the natural environment. This is a full-time, non-exempt position with flexible schedule options.

### RESPONSIBILITIES:

#### FINANCE (50%):

- Manage all GRNA, Inc. finances including: processing cash receipts, paying bills, administering payroll, and creating invoices
- Process periodic journal entries and close books
- Maintain reporting requirements for state and federal governments
- Work closely with GRNA, Inc. Treasurer and Executive Director to create monthly financial statements
- Work closely with GRNA, Inc. Treasurer and Executive Director in preparation for annual financial reviews and audits
- Conduct inventory of the Grass River Gift Shop

#### DONOR RELATIONS (35%)

- Manage all aspects of customer relations management software (Salesforce)
- Maintain processes and input all financial contributions to the organization
- Create and send acknowledgment letters
- Run reports, including mass mailing lists
- Assist Development Coordinator with annual GRNA, Inc. fundraiser (*Riverfest*)

#### ADMINISTRATION (15%)

- Help create a welcoming and professional atmosphere by serving as the main point of contact in the GRNA, Inc. Administration offices
- Be knowledgeable in all program areas and a strong advocate for the GRNA, Inc. mission
- Retrieve, sort, and process mail
- Order office supplies and assist Education Director with wholesale orders for Gift Shop
- Assist Executive Director when necessary

## YOURS TO EXPLORE. YOURS TO PROTECT.

Our mission is to manage the Grass River Natural Area, conserve and protect its watershed and provide opportunities that increase knowledge, appreciation and community-wide stewardship of the natural environment.

PO Box 231 Bellaire, MI 49615 • 231.533.8314 • [www.grassriver.org](http://www.grassriver.org)

## **STANDARDS OF PERFORMANCE:**

- Maintain exceptional customer service and a positive attitude in high-pressure situations
- Written communication is clear, concise, professional, and free from error
- Work is continually checked for accuracy and completeness
- Must have strong organizational and time management skills, attention to details, and the ability to maintain confidence and appropriately handle private constituent and donor information
- A willingness to work under the GRNA, Inc. core values, which include: Inclusivity, Professionalism, Integrity, Sustainability, Welcoming, Accessibility, Appreciation, and Science-based

## **KNOWLEDGE & EXPERIENCE:**

- Proficient with Quickbooks, preferably Quickbooks non-profit edition
- 2+ years implementing office management and bookkeeping procedures
- Proficient in payroll processing as well as tax withholding and remittance
- Knowledge and understanding of accounting principles and practices
- Experience using Salesforce as a customer relations management tool
- Able to develop positive relationships with donors, volunteers, staff, vendors, and others connected to organization
- Experience in the following programs: Google Workspace, InDesign, Microsoft Office suites, Weebly, Square/Paypal/Stripe payment systems

## **COMPENSATION:**

The Finance & Administration Manager is a full-time, non-exempt position with an hourly rate of \$16-\$18/hr commensurate with background and experience. Other benefits include a flexible working schedule, annual paid time off, and employee discount on programs and at the gift shop.

## **TO APPLY:**

Email cover letter, resume, and three professional references in one (1) PDF document to: Jenn Wright, Executive Director - [jenn@grassriver.org](mailto:jenn@grassriver.org)

*Grass River Natural Area, Inc. is an equal opportunity organization that will not discriminate in its programs or hiring practices on the basis of gender, race, color, ethnic or religious background, national origin, age, sexual orientation, disability, learning disorder or disease, veteran status, height, weight, gender identity, marital status or any group protected by local, state and federal law.*

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