WILDERNESS YOUTH PROJECT

Job Posting: Business Manager

About Us: Wilderness Youth Project (WYP), founded in 1999, nurtures smarter, healthier and happier children who feel a sustained connection to nature and are peaceful, self-aware community members. WYP connects kids to nature in small groups guided by expert mentors during the school day, after school and in summer. We know that all children need nature: not just the ones whose families have privilege and easy access to nature and not only those of a certain race or economic class or culture or gender or sexual identity or language or set of abilities.

About this job: Wilderness Youth Project (WYP) seeks a highly organized, motivated and personable new member of our team. The Business Manager oversees all business and office functions for WYP, including financial and program reporting, payroll, AP, AR, office management, HR, insurance, risk management, and compliance. Our ideal candidate loves managing operations and databases, enjoys a working environment with many dynamic interactions with staff, parents and community members and has the ability to manage and thrive in ambiguity.

Primary Duties

~Vigorous participation in our learning culture
~Management of primary systems/databases including Google Drive, Salesforce, website, TeamWork, Quickbooks
~Financial oversight and reporting
~Risk Management, including Workers Comp, COVID and prevention plans
~Payroll/HR
~Insurance
~Webmaster
~Office Management: Maintains office technology, coordinates cleaning schedules, keeps materials stocked, and performs other miscellaneous tasks to keep office running smoothly

Minimum Qualifications

~Passion for justice, equity, diversity, inclusion, education and nature
~3+ years experience in payroll & HR management
~Prior experience managing staff & personnel
~Familiarity with GAAP
~Computer, spreadsheet, & accounting software skills including Google Apps, CRM, Quickbooks and payroll software
~Outstanding verbal & written communication skills
~Project management experience
~Ability to work independently & on a team
~Highly motivated, organized, and hardworking
~Successful passing of criminal and driving background check & health clearance for TB screening
~CA Drivers license and ability to lift 30lbs.

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Desired Qualifications or Experience

~Bilingual English and Spanish

~Committed to personal/professional growth

~Team focus

~Love of learning

~MBA, CPA, or related degree

~5+ years managerial experience in finance/business

~Non-Profit business management

~Prior experience overseeing NPO audit

~Sense of humor and friendly demeanor

~Commercial licence to help us manage our fleet of 15 passenger vans

~Other diverse skills and interests to share with our community

Benefits

Full time, Exempt position, $58,240-$72K DOE WYP offers a benefits package for our full time employees including:

- Paid vacation and sick time
- $400 a month stipend
- Free WYP programs for staff children
- Generous staff training opportunities
- 403b retirement plan
- A commitment to work-life balance and fun, self-driven working environment

How to Apply: Applicants should first carefully review the minimum and desired qualifications and the Wilderness Youth Project website. After that, please submit the following: 1) Cover letter that addresses the alignment of your experience and interests with the position as outlined above and the Wilderness Youth Project mission, 2) Resume, 3) a list of 3-5 references. Submit applications via e-mail in the pdf file format to Erika Lindemann at managerjob@wyp.org. Initial correspondence via e-mail is preferred. We will begin reviewing applications in February and will continue reviewing applications until the position is filled. We will inform you of timelines and next steps within 2 weeks of receiving your application.

WYP is committed to granting equal employment opportunity to all qualified persons. Affirmative action considerations will be used in the selection process.