

WisCorps, Inc.
789 Myrick Park Drive
La Crosse, WI 54601



Now Hiring Headquarters Staff!

Position Title:	Administrative Manager
Position Type:	Full-time (40 hours per week), permanent
Location:	La Crosse, WI
Rate:	\$40,000-\$50,000 annually (based on experience), exempt from overtime
Benefits:	Six weeks paid time off annually, health, dental, 401(k), seven paid holidays, parental leave, flexible schedule, Employee Assistance Program, dynamic & fun work environment
To Apply:	Email cover letter & résumé to Emily Post at emily.post@wisconsinconservationcorps.org <i>*Incomplete applications or applications sent by other means will not be accepted.</i>
Deadline:	Application materials must be received no later than Sunday, January 28, 2024.

Position Overview:

The Administrative Manager is an experienced administrative professional with experience in both bookkeeping and HR-related functions. This is a crucial role in the success of our organization, we are looking for applicants who have demonstrated experience in an office environment and are excited to jump into this new role and provide the support we need to help our organization thrive. The Administrative Manager reports to the Director of Administration and will supervise 1-3 Administrative Coordinators to ensure that the office is running smoothly.

The Administrative Manager will oversee all data entry into the bookkeeping system (QuickBooks), including purchases, bills, deposits, and invoices. They work as a member of the Administrative Team to onboard 100+ AmeriCorps Members every year and assist with maintaining accurate employee records. They will be the point of contact for all employee benefits, including health and dental insurance and worker's compensation claims. The Administrative Manager will also be responsible for overseeing general office management duties including returning emails, scheduling meetings, answering phone calls, and assisting with other duties/projects as needed.

The Administrative Manager does not need a background in AmeriCorps Programs, but will be required to train in AmeriCorps grant compliance. They will work closely with the Director of Administration to utilize organized systems for onboarding and tracking AmeriCorps Member grant compliance. The Administrative Manager must be organized, have attention for detail, and communicate professionally and proficiently.

About WisCorps:

WisCorps, Inc. is a 501(c)(3) non-profit conservation organization headquartered in La Crosse, Wisconsin that engages youth and young adults in two areas: conservation projects through the [Wisconsin Conservation Corps](https://www.wisconsinconservationcorps.org/) and nature education through [The Nature Place](https://www.thenatureplace.org/).

Administrative Manager Responsibilities:

- Perform accounting support functions including purchasing, bill paying, filing, and data entry into the bookkeeping system
- Work closely with the Director of Administration to ensure that all AP/AR information is up-to-date, income/expenses are coded correctly
- Handle money responsibly and accurately track deposits
- Enter payroll information into QuickBooks
- Oversee the onboarding process with all new WisCorps staff members including paperwork and compliant background checks
- Work closely with the Director of Administration to develop systems for rigorous oversight for all AmeriCorps and Serve Wisconsin compliance requirements including background check processes, enrollment, exit, timekeeping, and quality assurance
- Meet regularly with the Director of Administration and Administrative Department team members to discuss any problems, successes, potential issues, updates
- Perform other duties as needed including: light IT and/or website updates, maintaining a clean and organized office space, recording meeting minutes, running errands, and office-related projects
- Provide information to staff and program participants by answering questions and requests in a timely and professional manner
- Handle general inquiries coming into the office – phone, e-mail and visitors
- Coordinate administrative functions of conservation crews, perform checkouts, attend programmatic special events
- Remain drug free and refrain from use of alcohol while on duty
- Commit to equity and inclusion in all interactions and communications

Administrative Manager Qualifications:

- Experience with basic bookkeeping and accounting support functions
- Experience with QuickBooks or similar accounting software
- Excellent computer proficiency
- Meticulous attention to detail
- Ability to solve problems and think creatively when faced with obstacles
- Efficient time manager and able to set and meet deadlines
- Able to maintain confidentiality of information
- Highly organized and able to reprioritize tasks as needed
- Able to carry out tasks with minimal supervision
- Eagerness to take initiative and continually improve
- Demonstrated ability to effectively navigate an office environment
- Proficient verbal and written communication skills
- Experience with Microsoft Office Software, including Outlook, Excel, and Word
- Ready to undergo a criminal background check
- Believes in The Nature Place and WisCorps missions
- Willing to adhere to WisCorps policies and procedures

Physical Requirements:

- Prolonged periods of sitting and/or standing at a desk and working on a computer
- Must be able to lift 10 pounds at times

Travel and Hours Requirements:

We operate in a flexible working environment. Work hours are typically Monday through Friday, 8:00 AM to 4:00 PM. Rarely, evening and weekend hours may be required for specific programmatic activities and events. Some occasional local travel is required.

Our Commitment to Justice, Equity, Diversity, and Inclusion:

We expect members of our staff to be leaders in justice, equity, diversity, and inclusion leaders within the organization and in our community. Staff should seek to remove barriers to participation and create a safe and welcoming environment for all individuals, especially those who have been traditionally marginalized in the environmental field. This includes, but is not limited to BIPOC, AAPI, LGBTQIA+, Hispanic/Latinx, and individuals with a disability. Staff lead with an anti-racist mindset, and continually evaluate policies and procedures, and identify and refine, or remove those that do not support justice, equity, diversity, and inclusion.

WisCorps provides equal employment opportunities without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran per applicable federal, state and local laws. We are committed to assuring equal employment opportunity and equal access to services, programs, and activities for persons with disabilities. If you have a disability and need to access information in an alternative format or need it translated to another language, please contact us by phone at 608-782-2494, by email at staff@wiscorps.org or Wisconsin Relay 711.