



Ijams Nature Center

Knoxville, Tennessee

Position Description: Office and Finance Manager

Released June 9, 2017

Application Deadline: June 21, 2017

Position Summary

Under general supervision, oversees and manages office operations and provides administrative support by providing accurate and reliable accounting, bookkeeping, and assistance with management activities of the administrative staff of Ijams Nature Center.

Is responsible for processing personnel records and coordinating all human resource functions; supervising and/or assisting with finance activities including accounting, accounts management, payables and payroll activities, and program registration; and providing orientation and training for new employees in office policy, procedures and Ijams Nature Center benefits. Reports to Executive Director.

Specific Duties and Responsibilities

Accounting and Finance Management

Maintains the following finance operations in cooperation with other team members:

- Assures compliance with IRS 501(c)(3) regulations and all applicable local, state, and federal laws and regulations
- Maintains all financial records and documentation, and oversees and processes receipts and disbursements
- Manages payroll and accounts payable activities, including adequate internal controls
- Monitors status of accounts receivable
- Balances cash register and receipts
- Performs bank reconciliations and monthly financial statements and reports
- Coordinates the annual audit, working with contract auditor, Executive Director, staff, and board of directors, and improves business practices on audit recommendations
- Assists with grants management and financial reporting to donors
- Works with Executive Director and Leadership Team in preparing annual budgets
- Monitors all budgets and conducts monthly review of revenue and expenses
- Coordinates completion of 990 and other government reports such as Tennessee sales tax, and Knox County and City of Knoxville business tax reports
- Reviews insurance plans annually to assure adequate and cost-saving coverage

Oversees or assists with the following office operations in cooperation with applicable personnel:

- Development and management of Ijams Nature Center databases and mailing lists
- Visitor, client, and vendor inquires, correspondence, and reception

- Program registration and record keeping
- Operation of store

Human Resources

- Maintains personnel records, supervises completion of personnel records for new employees, distributes personnel information to employees, and conducts Ijams Nature Center benefits orientation for all new employees
- Conducts reference and background checks on potential employees in cooperation with supervisors
- Oversees scheduling and system for regular performance reviews
- Reviews appraisals and/or disciplinary documentation prior to delivery
- Maintains and updates personnel policies and assures compliance with applicable regulations
- Researches, recommends, and maintains appropriate insurance coverage for employees, board of directors, and Ijams Nature Center
- Responsible for employee safety and welfare issues
- Responsible for compensation and benefits administration

Office Management

- In cooperation with the Leadership Team, develops general office procedures and ensures that they are carried out properly
- Acts as a member of the Leadership Team to plan and implement both short and long-term strategies in support of Ijams Nature Center's mission, strategic plans, and day-to-day operations
- Produces or oversees production of bi-monthly attendance reports for long-range projections
- Completes related monthly reports
- Maintains inventory of general office supplies, supervises maintenance of office machines, and produces and maintains inventory of various forms, spreadsheets, and databases
- Works with information technology staff or consultants to ensure that computers, internet, e-mail, computer network, and related I.T. services are adequate and operating at the level necessary to support office operations, and comply with any required policy and procedures
- Trains other staff in office procedures and policies, and in use of office equipment and systems
- Develops and manages budget for administrative supplies, and areas related to office management
- Assists Executive Director with preparing reports, and correspondence as needed.
- Assists Executive Director in preparing and conducting board meetings and or related board functions. Records board minutes as needed
- Develops and maintains various reports, spreadsheets, and databases
- Performs other related work as required

Minimum Training and Experience

An Associate's degree (B.S. preferred) in business, human resources, and/or accounting and 3 to 5 years of experience in office management and human relations, or any equivalent combination of training and experience that provides the required skills, knowledge, and abilities. Ability to communicate, support, and cooperate with others to achieve organization's goals. Flexible to changing priorities and fast-paced work environment; calm under pressure. Proficient with modern office equipment and computer operation, and in software including but not limited to word processing, spreadsheets, QuickBooks accounting software and database. Commitment to the mission and activities of Ijams Nature Center.

Compensation/Benefits

Salary is commensurate with qualifications and experience. Excellent health and dental insurance, vacation, sick leave, and holidays.

About Ijams Nature Center

Ijams Nature Center is a nonprofit learning center and preserve located on the southern banks of the Tennessee River near Knoxville's urban center. Its mission is to encourage stewardship of the natural world by providing an urban greenspace for people to learn about and enjoy the outdoors through engaging experiences.

Ijams Nature Center consists of 300 acres of land with over 12 miles of trails, large Visitor Center, Mead's Quarry lake, mountain biking trails, river access, gardens, and much more. People of all ages attend educational programs at Ijams Nature Center. These programs include school field trips, family programs, summer camps, and adult workshops. Ijams Nature Center partners with Knox County and the City of Knoxville as well as with multiple agencies to provide outstanding educational offerings. Visit the Ijams website at www.ijams.org for current program information.

Equal Opportunity Employment

Ijams Nature Center is an equal opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation or sexual identity, age, national origin, height, weight, handicap or disability, veteran status or any other status or condition protected by applicable state or federal laws.

To apply, send resume, cover letter, and three references (*we won't call them without notice*) to:

Search Committee

Attn: Amber Parker, Executive Director
Ijams Nature Center
2915 Island Home Avenue
Knoxville, TN 37920

Or electronically to: aparker@ijams.org

For additional information, contact Amber Parker at 865-577-4717 ext. 118.