

Staff Accountant – Part Time
10-15 hours per week



About The Ridges Sanctuary

The Ridges Sanctuary promotes positive environmental behaviors through impactful educational experiences, land protection and ecological research. The Ridges was established in 1937 after Albert Fuller, then Curator of Botany at the Milwaukee Public Museum, began spending a significant amount of time surveying the landscape. Fuller spearheaded a grassroots movement to protect this incredibly diverse property and establish Wisconsin's first land trust. The Ridges now protects over 1,600 acres comprising fifteen discrete plant communities, 475 inventoried vascular plants, a Boreal Forest glacial relict, and twenty-nine of Wisconsin's forty-nine native orchids. The Ridges has also established popular education programs for all ages, a nationally recognized Orchid Restoration Project, and welcomes over 35,000 visitors to the Nature Center each year.

Position Summary

The staff accountant is a part-time, hourly position that is responsible for the bookkeeping and fiscal documentation of The Ridges Sanctuary. This position works directly with the executive director to ensure records are well kept and well organized. The Staff Accountant reports to the Executive Director. The areas of responsibility are as follows:

General Accounting

- Prepare detailed and consolidated financial statements by gathering and analyzing information from Quickbooks monthly and annually.
- Revenue reconciliation, recording and deposit weekly.
- Prepare general ledger entries by maintaining records and files; reconciling accounts
- Accounts payable and vendor reconciliation
- Maintain record of designated contributions and distributions
- Maintain record of the endowment
- Assist with the preparation and coordination of the annual audit between auditors, Finance Committee and staff.
- Implements established accounting procedures and recommends changes that will improve accountability and efficiency.
- Will work with the Executive Director and Treasurer to produce monthly reports for the Finance Committee and participate in meetings
- Process biweekly payroll and maintain employee files containing required federal and state employment forms, vacation hours, etc.
- Protects organization's values by keeping information confidential
- Facilitate transactions between money market funds and checking accounts

Administrative

- Maintain files and records of incident reports
- Working with the Executive Director, help coordinate the annual budget
- Track asset management spreadsheets
- Participate in events to support Ridges' mission

OTHER DUTIES AS ASSIGNED

Skills

- Proficient in the following: Quickbooks, excel, accounting skills, reporting, attention to detail, confidentiality, computer skills, point of sale system
- Exceptional organizational skills are necessary for this position.
- Verbal and written communication
- Interpersonal skills to work with vendors, staff, Finance Committee and Board

The Ridges Sanctuary is an equal opportunity employer and considers applicants for all positions without regard to race, color, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally-protected status.

TO APPLY: Please send a resume and cover letter to Katie Krouse, Executive Director at katie@ridgessanctuary.org with the subject "Applying for: Staff Accountant" before Tuesday, April 30th, 2024. This position will remain open until filled and will be considered on a rolling basis.