



Finance/Human Resources Manager

Full time, Benefited

The Finance/Human Resources Manager will serve and work with all departments to effectively manage day to day financial aspects of the museum as well as provide comprehensive human resources support.

Essential Duties and Responsibilities:

- Provide assistance to the Director of Finance and department managers in finance related matters; works closely with the outside auditor for a successful end of year review.
- Understanding and knowledge of the annual budget to guide day to day operations and maintain integrity of finances, ensuring organization policies and procedures, as well as state and federal laws and regulations, are followed.
- Manage the HR database including entry of new hires, employee or benefit changes, and terminations. Maintain employee personnel files, job descriptions and procedure manuals.
- Conduct recruitment efforts by working with managers to determine staffing needs, develop strategies, and assist with interviews, conduct new hire orientation.
- Administration of employee benefits including processing all enrollments, changes, terminations; ensure accurate record keeping and proper deductions; counsel employees on plan options; oversee paid and unpaid leave.
- Provide managers with advice and support with conflict resolution and disciplinary actions including executing annual performance evaluation processes. Conduct exit interviews.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Stay well-informed on federal, state and local employment laws and regulations, and recommend best practices affecting human resources management; update existing policies and practices to maintain compliance; provide clarification to employees.
- Organize and promote a positive employee relation's atmosphere within the organization through activities such as employee recognition.
- Communication to enhance the organization's commitment to diversity, equity, accessibility and inclusion through continued learning and staff training opportunities.
- Supervise and support the Finance Staff Accountant;
 - Processing accounts payable invoices and payments on a bi-weekly basis, monthly credit card statement reconciliation and reporting of monthly sales tax.
 - Prepare cash and checks for deposits, process change orders as needed and daily sales journal entries. Maintain the petty cash account.
 - Maintain accounting software system ensuring current vendor and customer information.
 - Process semi-monthly payroll.

Qualifications:

- Must have strong knowledge and understanding of current state and federal employment laws, HR, payroll, and benefit administration. Knowledge of general financial accounting.
- Computer proficiency - competence using computer systems, particularly the Google Suite, QuickBooks, iSolved HCM (or other payroll software), Altru.
- Online learning technology proficiency - comfort with Zoom in leading staff discussions on a virtual platform.
- Exceptional and demonstrated analytical, organizational and problem-solving skills.

- Must be able to maintain confidential information. A high degree of professionalism, sensitivity and integrity is required.
- Flexibility and the ability to adapt to change - work in a dynamic setting with shifting daily duties and enjoy working in a fast-paced creative and supportive team environment.
- Positive attitude and a willingness to work with people - excellent personal and customer service skills; creative, enthusiastic, and positive attitude are all essential.
- Teamwork and collaboration - work in a team based environment, supporting across departments to assist financial and employee relation matters.
- Organization and time management skills - work on multiple tasks and provide high attention to detail.
- Self-motivated - seek opportunities to learn, grow, and thrive independently.
- Strong interpersonal/communication skills to foster effective working relationships at all levels.
- Policies - be prepared to adhere to all Wild Center policies including NYS Covid safety procedures and regulations. Covid 19 vaccination is required as a condition of employment.

Experience & Education:

3-5 years of relevant accounting/finance and human resources experience. Relevant Bachelor's degree or equivalent combination of education and experience.

Compensation & Benefits:

- Annual Salary: \$50,000-55,000 Exempt, 40 hour work week.
- Comprehensive benefit package including medical, long-term disability and life insurance plans, health savings account, SIMPLE IRA retirement, employee assistance program and additional optional dental and other supplemental plans.
- Paid vacation, sick/personal time, and holidays.
- Possibility of flexible scheduling and some remote work depending on organization and department needs.
- The opportunity to work in a LEED certified state of the art facility on a 115 acre site on the Raquette River featuring over 50 species of live exhibit animals
- Professional networking opportunities within the human resources field.
- The Wild Center strives to create an environment where our team thrives both personally and professionally. While life on the job can move at a fast pace, we appreciate the times we can slow down. Whether it's sharing stories over a staff potluck, being wowed by cool science facts, or taking a break during a meeting to view a cute animal - we make time to grow together as a community.

To Apply:

Open our [Finance/HR Manager](#) application or go to www.wildcenter.org/careers to access the job description and application link. Attach a resume and cover letter within the application form. Address the following in your cover letter: Tell us about your finance background. What is your comfort level and experience using QuickBooks and Excel spreadsheets? What other attributes do you possess that would make you successful in this position?

Application deadline is 10/27/2021, 5pm EST. The Wild Center is an Equal Opportunity Employer. We have a strong dedication to diversity in our community and in the people and groups with which we work. For technical issues email careers@wildcenter.org.