

Accounting & Operations Manager

Girl Scouts is seeking an accurate and detailed focused accounting and operations professional that is comfortable with technology. Share your talents with the world's largest leadership organization and a make difference in a Girl's life!

LEARN MORE AND APPLY TODAY!

www.gsbadgerland.org

APPLICATION PROCEDURE

Email cover letter and resume to Kathy, Chief Talent Officer, at HR@gsbadgerland.org

Organization Overview

Vision

To be the premier leadership organization for girls in the USA.

Mission Statement

Girl Scouts builds girls of courage, confidence, and character who make the world a better place.

Overview

Girl Scouts of Wisconsin – Badgerland Council provides programming, training, and support to more than 8,000 Girl Scout members in 23 counties in southwest Wisconsin and parts of Minnesota and Iowa. Badgerland is among 111 Girl Scout councils nationwide and is the nation's largest, and most impactful, organization dedicated to lifting girls.

Badgerland Council includes volunteers, adult and girl members, and paid, professional staff *working together*. This includes recruitment efforts, troop leader and family engagement training and support, Girl Scout programming and activities, and the iconic Cookie Program: the largest girl-led business in the world!

Organizational Strategic Focus

- Build an organization that reaches its goals and grows a membership that fully reflects our population.
- Increase new members (volunteers, girls, donors) with a focus on K-3, 5-6, and 8-9 grade levels and foster partnerships that support our growth.
- Grow retention across all segments with high quality leader support and sought-after programming experiences for girls.
- Demonstrate brand promise as the relevant, powerful, amazing organization that lifts girls and women for a lifetime of success.
- Delight our customers understanding that they include troop co-leaders, girls, parents, donors, volunteers, partners and staff.
- Thoughtfully create systems and utilize accountability measures that ensure commitment to our strategic focus and long-term viability.
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Individual Core Competencies

- Innovative Solution Seeker: Creatively and critically explore opportunities and challenges with an eye to solutions and forward-moving actions.
- Emotionally Intelligent: Personal awareness, self-control, and appropriate emotional expression; ability to build and steward interpersonal relationships judiciously and empathetically.
- Gumption & Drive: Through initiative and resourcefulness, set and reach ambitious goals; results-driven and self-motivated.
- Collaborative & Open to Learn: Work effectively in teams and inter-departmentally to move the mission forward; respond positively to constructive feedback and seek learning and growing opportunities.
- Diversity & Equity Advocate: Passionate about creating and supporting diverse, equitable, and inclusive spaces in the Girl Scout community. Strong intercultural communication skills; value diverse thoughts and perspectives and the positive outcomes when all voices are heard.

Job Title: Accounting and Operations Manager
Department: Finance & Administration
Classification: Exempt
Reports To: Chief Financial Officer

Position Summary

The Accounting and Operations Manager is responsible for assisting the Chief Financial Officer in the management of Badgerland Council’s financial, operational and IT activities. The primary focus of the Accounting and Operations Manager is to oversee the day-to-day operations of the council’s general ledger and related accounting functions. The Accounting and Operations Manager will support the property related operational objectives, information technology systems and risk management programs.

The focus of this job is managing Badgerland Council financial data and processes efficiently, with confidence and competence to help ensure the integrity of council’s fiscal operations. The Accounting and Operations Manager will need to be self-motivated, have great attention to detail, and enjoy working in a fast-paced environment. S/he will also need to gain an in-depth understanding of both Badgerland Council’s and GSUSA’s financial policies, including net asset classifications and donor restrictions, and be able to educate and collaborate with others throughout the organization to ensure financial statements are accurate and issued on a timely basis.

Essential Responsibilities

- Responsible for all aspects of accounts payable including processing vendor invoices, posting transactions to the general ledger on a timely basis, disbursements, vendor inquiries, credit applications, and sales tax exemptions forms.
- Manage month-end close process including preparation and posting of journal entries with proper supporting documentation as well as completion of key balance sheet accounts.
- Manage key balance sheet account reconciliations
- Prepare monthly financial statements including summary budget variance analysis. Generate other ad-hoc reports as needed.
- Collaborate with Chief Financial Officer to complete year-end audit and council tax returns.
- Manage the bi-weekly payroll function ensuring timely and accurate payroll processing including general ledger wage allocation.
- Review and identify accounting and administrative areas for efficiency and work with department heads to implement process improvements.
- Maintain accounting system.
- Develop best practice solutions for inventory.
- Supervise data entry staff (paid, volunteer, or interns).
- Support strategic and operational objectives as they relate to properties.
- Develop and oversee Badgerland's comprehensive insurance and risk management program including technology systems.
- Serve as council administrator for Microsoft Office 365 including management of users.
- Other duties as assigned

Other responsibilities

- Be or become a registered member of the Girls Scouts of the United States of America; have a working knowledge of Girl Scout philosophy and programming, and be committed to the Girl Scout mission. *Prior Girl Scout experience not required.*
- Perform other related duties as requested.

Education and Experience

- Bachelor degree, or equivalent of education and experience, in Accounting, Finance, or Business Administration.
- Minimum 5 years' accounting experience preferably in nonprofit sector.
- 1+ years of experience managing and supervising staff and/or volunteers.
- Working knowledge of finance, budgeting, grant administration, donor compliance, and GAAP required.
- Excellent computer skills including proficiency with Microsoft Office Suite required and database experience with Abila and Salesforce preferred
- Excellent written and verbal communication, active listening, and interpersonal skills.

Anticipated Time Away from Office

- Must be able to occasionally work irregular hours, including nights and weekends; possess a valid Driver's License; must be able to work both in an office setting and independently off-site.
- Travels throughout jurisdiction <5% of working time.

Key Department Partners: Leadership, Membership, Community Partnerships, Fund Development, Customer Care, Human Resources