



Finance, HR & Operations Manager

FLSA Status: Full Time, Salaried, Exempt

Salary Range: \$60,000-\$70,000 (if based in Twin Cities, MN)

Hiring Partners: Cameron Leonard & Isabelle Parker

Ideal Start Date: February 2023

Wildflower Foundation seeks an Operations Manager to coordinate and manage all of our internal operations work - including our financial operations, human resources operations and general operations. This role is the administrative backbone of the organization - taking care of things behind the scenes so that all 25 people who work in the organization have the things they need in order to be productive members of our environment.

Our ideal candidate would:

- Have a demonstrated track record of success in roles which require a high degree of personal integrity and organizational skills
- Have experience and comfortability working in the systems this role uses heavily - GSuite, Zoom and Slack. Ideally they'd also be knowledgeable about bill.com and Gusto.
- Have prior experience running Accounts Receivable (AR) and Accounts Payable (AP).
- Be committed to serving as an actively engaged, accountable and committed partner in building a culture of liberation and equity
- Be seeking an opportunity to apply their skills within a radically different, nonhierarchical organizational model

Essential Responsibilities

- Financial Responsibilities
 - Managing all of our Accounts Receivable (AR) - coding grants and payments and notifications, depositing physical checks
 - Managing all of our Accounts Payable (AP) - processing invoices via bill.com
 - Verifying and maintaining all audit documentation for accounts receivable and accounts payable, and quarterly preparing all documentation for the audit
 - Processing grants to Wildflower schools
 - Communicating with vendors or other partners around issues for accounts payable; maintaining transparent lists of recurring expenses, contractors/vendors; issuing 1099s to contractors on a yearly basis
- Human Resources Responsibilities
 - Processing payroll via Gusto - including managing hourly timesheets, documenting and communicating with employees about payroll changes, issuing W2s on a yearly basis



- Managing our state filings - coordinating with our external support to submit annual filings in each state where we have employees
- Crafting people acknowledgements (e.g., birthday shout outs, new members of families)
- Entering and exiting employees in our systems
- Working with our HR provider to provide benefits - managing yearly open enrollment for employees; helping employees troubleshoot when there is a benefits issue
- Other Operations Responsibilities:
 - Receiving and sorting mail <if located in the Twin Cities>
 - Maintaining key listservs
 - Granting access and maintaining key operational systems: GSuite, slack, zoom, etc.

Minimum Qualifications

- Bachelor's degree or equivalent training or work experience
- 2+ years of experience working in an operational capacity (e.g., as an executive assistant, associate, bookkeeper)

Part-time

We are open to splitting this role in half - with one person responsible for the Financial Operations and the other person responsible for the Human Resources and General Operations work. If you are interested in an arrangement like this, please let us know when you reach out to express your interest!

Preferred Attitude, Knowledge, and Skills

- A desire for order - You are a person who loves order and consistency. You likely have perfectly-measured out drawer organizers for your utensils, a robust color-coded google calendar and have maintained a prioritized to-do list since middle school.
- Generosity of spirit – You live with kindness, work gently with others and practice gratitude. You seek advice openly and are comfortable working in a non-hierarchical organization. You maintain trust through transparency and direct communication.
- A desire to learn and grow – You are eager to stretch beyond your current experience, to develop new skills and expertise and to more deeply explore your purpose and potential. You believe in hard work and humility. You are comfortable with a culture of airing, embracing and learning from mistakes.
- Passion for Equity-Centered Montessori – You are actively engaged in personal equity work and have experience working with and supporting BIPOC leaders. You are eager to increase access to Montessori and to support neighborhood nested school communities.
- You are purpose-driven, deeply self motivated and entrepreneurial and will thrive in our self-managed environment

Location



This is a work from home remote position within the United States. We have a preference for this role to be located in the Twin Cities, MN due to the nature of some of the tasks (e.g., checking our physical mailbox), but we are open to considering candidates in other locations.

Wildflower Foundation shall not discriminate, on the basis of race, color, national or ethnic origin, creed, religion, sex or gender, disability, age, marital status, sexual orientation, status with regard to public assistance, or in any other way based on personal identity markers that do not relate to the capacity of an individual person to carry out the responsibilities of a role.

We are particularly interested in meeting candidates with diverse backgrounds. Wildflower is an equal opportunity employer. **If you are interested in the role or have suggestions for candidates who might be, please contact cam.leonard@wildflowerschools.org.** All communications will be kept strictly confidential.