



Michigan Nature Association

Protecting Michigan's Natural Heritage Since 1952

2310 Science Parkway, Suite 100
Okemos, MI 48864
866.223.2231

Finance Manager

The Michigan Nature Association, a statewide land conservation organization headquartered in Okemos, Michigan, is seeking exceptional candidates for our Finance Manager position. Reporting to the Executive Director, the Finance Manager leads the financial reporting and compliance functions at MNA and assists in overall office administration. Core responsibilities include: tracking and reporting financial performance measures; accounting support implementation of internal control systems designed to protect MNA's assets; and reporting accurate financial results.

Responsibilities

Finance

- Manage the capital and operating budgeting processes;
- Manage the finance/accounting functions;
- Manage any third parties to which the above functions have been outsourced;
- Oversee the organization's transaction processing systems;
- Monitor cash balances, cash forecasts and banking relationships;
- Oversee donor tracking and member services;
- Maintain appropriate internal financial controls and assist in the development of the external audit and IRS Form 990;
- Manage MNA's office leases and building maintenance contracts.

Compliance

- Maintain appropriate insurance coverage;
- Ensure that MNA maintains its license to solicit funds and other government filing requirements;
- Ensure that record keeping meets the requirements of independent auditors, government agencies and Land Trust Accreditation Commission;
- Serve as liaison to independent auditors and investigate their findings and recommendations.

Desired Qualifications

- Demonstrated familiarity with accounting practices and interpretation of financial statements, preferably within a nonprofit setting;
- Bachelor's degree in a related field;
- Excellent written and oral communication skills;
- Ability to track and create financial statements using Quicken or other accounting software;
- Proficiency in with Word, Excel, Access, PowerPoint and other general business software programs.



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Compensation

Salary will be commensurate with education and experience. Position offers a flexible schedule, health insurance benefits (with certain co-pays), life insurance, disability insurance, paid vacation, and a 403(b) savings plan.

To Apply

Resumes and supporting materials accepted until the position is filled. Please send cover letter including salary requirements, resume, at least one relevant writing sample, and at least three professional references to Garret Johnson, Executive Director, via email to gjohnson@michigannature.org or by mail to Michigan Nature Association, 2310 Science Parkway, Okemos, MI 48864.

The Michigan Nature Association is an Equal Opportunity Employer.