



Office Manager

Position Description

The 1000 Friends of Wisconsin (1KF) part-time (20 hours/wk) Office Manager will manage the organization's bookkeeping using QuickBooks, administer monthly payroll, membership database, & websites, assist with IT, oversee the organization's annual audit, and provide administrative support to the Executive Director. As a part-time member of the 1KF team, this work aims to indirectly reduce carbon emissions, increase transportation equity, and support sustainable land use decisions, with environmental justice at the forefront and outcomes of respecting & protecting our ecosystems.

Primary Responsibilities:

- Manage organizational bookkeeping using QuickBooks:
 - Process invoices; manage accounts payable/receivable; make deposits; maintain system for grant allocation; keep financials up to date, enter Journal Entries
 - Generate financial reports for board meetings – P&L, Balance Sheet, & Forecast
 - Reconcile bank and credit card
 - Help with budget prep.
 - Manage fiscal sponsorship money
- Administer payroll monthly
- Oversee annual audit of organization finances
- Provide administrative support to the Executive Director.
- Member database administration:
 - Assist in maintaining member database Little Green Light (LGL)
 - Produce renewal requests & create reports
- IT admin:
 - Order/maintain & setup laptops and software, including MS 365 admin.
 - Contact vendors for repairs and maintenance.
 - ArcGIS admin.
 - Administer donation processing software – i.e. DonorBox, Stripe
- Assist with event and program planning
- Website administration:
 - Websites: 1kfriends.org, Active WI, Rethink 794, WI Climate Table
 - Maintain, update, troubleshoot, and redesign websites as needed
 - Maintain web hosting services
 - Back-up websites & produce analytics as needed
- Enhance e-news capability and clean-up member lists as needed
- Help with programming support - i.e. graphics, edit articles, website updates, etc.

Required Qualifications:

- Living in or nearby Stevens Point, WI
- Associate, B.S., or B.A. degree in accounting/finance, IT, and/or related field
- Experience with QuickBooks (Online), MS Office, Donor Database (LGL preferred)
- Strong written & verbal communication skills
- Good organizational skills and networking skills
- Demonstrate understanding of the mission of 1KF

Preferred Qualifications:

- Interest or experience in climate action or transportation, land use, and/or sustainability-based advocacy
- E-News marketing/admin
- Accounting/finance & payroll administration experience
- Web Dev/Admin experience (WordPress & Wix preferred)

Pay & Benefits:

- \$22.00-\$27.00/hr starting wages - based on experience and qualifications
- 13 paid holidays per year
- Part-time staff members accrue Vacation & Sick Leave on a pro-rated basis, based on the number of their regularly scheduled hours per day
- Participation in our established 401 (k) pension plan after six (6) months of employment, with 1KF matching up to 3.5% of an employee's personal contributions

Work Conditions:

Highly flexible work conditions and family friendly. Work part-time (20 hours/wk) and remotely, Monday through Friday (or another weekday schedule). Ability to provide one's own transportation for local, in-person work. Rental car provided for statewide travel (as needed).

How to Apply:

If you are interested in being considered for this exciting opportunity and can demonstrate the required abilities and knowledge, please submit your resume and cover letter to:

Trevor Roark, Executive Director: trevor@1kfriends.org | Subject line: Office Manager

*Please email any/all questions to Trevor Roark.

Applications will be reviewed as received with the goal of identifying an outstanding candidate by mid-June. The expected start date for the position is as soon as possible.

For 1000 Friends history and current programming please visit our websites:

www.1kfriends.org

www.activewisconsin.org

www.rethink794.com

www.togetherforhomes.org

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