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## **Business Manager and Controller**

### **Winous Point Marsh**

**Location:** Port Clinton, Ohio

**Compensation:** \$45,000 - \$60,000 annually (based on ranging 30-40 hours per week)

### **About the Position**

The Winous Point Marsh Conservancy (WPMC) is a 501(c)3 organization dedicated to the conservation of wetlands and wetland dependent wildlife. The WPMC shares operations and facilities with the Winous Point Shooting Club (WPSC), which is one of the oldest operating duck hunting clubs in North America. We are seeking a detail-oriented and self-motivated **Business Manager & Controller** to oversee the administrative and financial operations of both organizations. This position plays a key role in ensuring sound financial management, compliance, and reporting to support the conservation, education, and research programs of the WPMC and business operations of the WPSC.

### **Key Responsibilities**

- Prepare timely and accurate monthly and annual financial reports for each organization
- Monitor invoicing, pledges, bill pay, and budgets for both daily operations and large projects for both organizations
- Aid the WPMC Director and WPSC Manager with strategic planning relevant to organizational growth

### **Job Duties**

#### ***For WPMC***

- Weekly bookkeeping and accounting for bills and credit card statements, etc.
- Manage monthly payroll processing, onboarding paperwork, and end of year tax forms for both full-time and seasonal contracted employees
- Initiate and manage financial transactions between operating and investment accounts
- Send twice-annual pledge reminders to donors and prepare acknowledgement and tax letters for charitable donations
- Administer grant agreement budgets which includes invoicing granting agencies, paying contractor and supplier invoices, and tracking income and expenses as they relate to budget, and preparing periodic financial reports as required by each grant and agreement

- Work with program directors to develop budgets for new conservation, education, and research grants and programs
- Manage financials for large capital projects including income and expenses as related to budget
- Prepare annual financial reports suitable for audit and tax preparation by an outside firm

#### ***For WPSC***

- Prepare twice annual dues statements and invoices for members
- Prepare invoices for billing members for fall usage
- Prepare and pay invoices for seasonal staff (guides, kitchen staff) as well as end-of-year 1099 forms
- Manage and initiate quarterly allocation payments to WPMC for shared accounts
- Manage financials for large capital projects including income and expenses as related to budget
- Prepare annual financial reports suitable for audit and tax preparation by an outside firm

#### **Preferred Qualifications**

- Bachelor's degree or College diploma in accounting, finance, or a related field
- Certified Public Accountant (CPA) designation preferred but not required
- Experience with nonprofit accounting or financial management
- Demonstrated experience with bookkeeping, accounting, financial reporting, and/or business management

#### **Desired Skills**

- Proficiency with accounting and financial software (preferred Quickbooks)
- Strong written and verbal communication skills
- Detail-oriented
- Interest in conservation and environmental stewardship

#### **Compensation and Schedule**

- **Part-time position:** Anticipated 30 hours per week, meeting in person one to 2 days per week and the remainder remote. It is expected that this position could grow into full-time 40 hours/week.
- **Salary:** \$45,000 annually

#### **How to Apply**

Interested candidates should submit a cover letter and resume to [john@winous.org](mailto:john@winous.org). Any questions about the position can be directed to John Simpson, Executive Director of WPMC and Manager of WPSC ([john@winous.org](mailto:john@winous.org) or 419-341-5460). Applications will be reviewed on a rolling basis until the position is filled.