



Job Title: Finance and Operations Coordinator
Reports to: Executive Director
Starting Salary: \$23- \$26/hour, commensurate with experience
FLSA Status: Full-time, non-exempt

Benefits:

- Medical, dental and vision insurance
- 401k Employer retirement match
- Vacation (80 hours-increases with tenure), IL Paid Leave for All (40 hours) and sick leave (64 hours)
- 6 paid holidays, 2 paid floating holidays and December 24th-January 1st off (paid)

WHO WE ARE. Severson Dells Nature Center inspires conservation of nature through education and stewardship, cultivating connections between people and place. The Severson Dells Nature Center is housed in a converted Deer Lodge situated on a 369-acre county forest preserve. We aspire to be the local leader in nature education and create meaningful experiences with and for all ages. We seek to create a diverse, inclusive culture focused on serving our community.

YOUR ROLE. This position will support and carry out the mission of Severson Dells Nature Center by providing direct financial, administrative and operational coordination. The Finance and Operations Coordinator is also the first person that most visitors and callers to the nature center will engage with, so a high level of customer service is essential.

WHY YOU'LL LOVE IT. Working at Severson Dells Nature Center is an opportunity to be a part of an innovative, agile and forward thinking team that thrives on collaboration, both internally and externally. The staff are a passionate, knowledgeable group that are dedicated to the organizational mission. Severson Dells is a storied organization with deep roots in the Northern Illinois community, serving residents since 1976.

About the Position

The position will be responsible for a variety of administrative support tasks, which include calendar management, drafting correspondence including publications, reports and proposals, processing expenses, and responding to requests. They will perform administration functions that include finance, managing office logistics and operations, information systems, building safety, and other tasks.

DUTIES and RESPONSIBILITIES

Bookkeeping and Reporting 35%

- Maintain accurate and up-to-date financial records in Quickbooks On-line, including accounts payable, accounts receivable, payroll, and general ledger.
- Process and reconcile bank and credit card statements on a regular basis.
- Assist in preparing monthly, quarterly, and annual financial reports.
- Monitor and manage invoices, payments, and billing inquiries.
- Prepares and coordinates annual audit documents
- Track restricted grants

- Reviews employee time tracking and record total hours worked by class

Administrative Support 40%

- Registrar for all public programs, ensuring proper registration, payment and completion of any necessary forms and waivers.
- Utilizes online CRM to manage data and storage to assist staff in donor and other constituent management
- Evaluates office procedures and processes and revises to improve efficiency of workflow in partnership with the Executive Director
- Records management-ensure organization records are maintained according to the Document Retention and Destruction Policy

Facility Support

- Schedules and maintains the facility rental calendar and rental payments. Prepares rental agreements, communicating with Forest Preserves of Winnebago County staff on building and grounds use.
- Maintains necessary office and facility supplies.
- Miscellaneous light maintenance such as changing light bulbs, paper towels, etc. and communicating with Forest Preserves of Winnebago County staff about facility needs.
- Contact for provider communications-phones, internet, printer/copier service, cleaning company, etc.

Fundraising and Membership Support

- Prepares monthly membership renewal letters, membership cards, thank you letters and other donor correspondence; accurate record keeping of all donations and donation receipts sent to donors .
- Provides administrative support for fundraising events .

Marketing Support

- Add public programs to community event calendars
- Prepares mailing lists for newsletters, other publications, for bulk mailings and insures payment on bulk mail account.

Board Support

- Takes minutes at monthly Board meetings
- Ensure document retention and organization of all board policies, resolutions, agendas and minutes
- Prepare board member onboarding materials for new members
- Ensure board member service hours are logged in volunteer management system

Visitor Services 25%

- Greet visitors, answer general inquiries via phone and email and provide general information to visitors about the nature center, its trails and programs.
- Promote visitation, membership, and participation in programming.
- Maintain a neat and orderly environment for the welcome desk, gift shop and exhibit areas, ensuring accessibility for the public
- Keeps data on numbers of visitors
- Primary giftshop management, including ordering merchandise, tracking inventory, balancing sales records.
- Primary contact for scheduling and preparing host/hostess volunteers.

REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed

are representative of the knowledge, skills, and experience required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result.

- Bachelor's degree and 2 years' experience or equivalent combination.
- Strong knowledge of basic bookkeeping principles and financial reporting.
- Strong attention to detail and accuracy.
- Experience with:
 - Nonprofit Bookkeeping in Quickbooks Online
 - Google and Microsoft Suites
 - CRM System
 - POS System
 - Willingness to learn new applications and identify innovative ways for technology to support organizational objectives.
- Experience with business writing, editing, and proofreading.
- Possess a professional demeanor with a strong customer service focus in dealing with visitors, members, board members, volunteers, donors, and vendors.
- Ability to exercise highest levels of discretion with sensitive/confidential material and matters.
- Excellent organizational and multitasking abilities within a fast-paced environment with frequent interruptions and varying workloads
- Passion for environmental conservation, education, and the mission of Severson Dells Nature Center.
- Experience supporting the development of diverse and inclusive environments, and demonstrated commitment to equity, diversity, inclusion, and accessibility
- Ability to maintain regular attendance and punctuality
- Adheres to all risk management and safety programs
- May be required to work some evenings and weekends to accommodate programming needs
- A valid Driver's License, reliable transportation and current proof of insurance are required (mileage reimbursed at the IRS rate).

PHYSICAL DEMANDS. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Works in normal office conditions.

To Apply: Please submit a cover letter and resume to Ann Wasser at ann@seversondells.org with the subject line Finance and Operations Coordinator.

Resume review will begin on May 8, 2026.