



John Bunker Sands Wetland Center

**655 Martin Lane – Combine, TX 75159
972-474-9100 - www.wetlandcenter.com**

**Office Manager
John Bunker Sands Wetland Center**

Release Date: March 11, 2025

Organization Overview

The John Bunker Sands Wetland Center is a nature center in Combine, Texas. Our primary mission is educating the public about water, wetlands, and wildlife and the need to conserve these essential resources. We offer education classes for k-12 students, nature seminars, bird walks, boardwalk tours, scouting programs, and special events focused on the natural world, emphasizing activities for families. The Center's miles of trails allow visitors and members of all ages to immerse themselves in a biologically diverse habitat hosting 300 species of birds, including bald eagles and scores of native mammals, insects, amphibians, and reptiles.

Job Overview

The Office Manager will report to and support the Executive Director in ensuring that the internal structure, processes, and controls necessary for the center's day-to-day management are in place. Handling financial records is at least 20% of this position's duties such as: tracking, filing & submitting receipts via an online accounting software, making bank deposits in a timely manner, provide monthly accounting update to ED re: expenditures. Attention to detail a must. A minimum of 8 years of professional experience is required, with a minimum of 5 years in book-keeping, and financial record-keeping experience.

This position is for 30 hours a week (75% time). Benefit package provided.

Responsibilities

Financial Duties:

Serve as the financial liaison between Rosewood and the Center, sharing information and preparing reports according to Rosewood specifications.

This includes tracking, collecting, scanning, filing and uploading all receipts in relation to monthly reporting.

- Oversee all payments and receipts and establish procedures for the team to ensure these are consolidated in one system and properly accounted for.
- Deposit funds bi-monthly into the bank account and prepare bank deposit paperwork per parent company guidelines (keep hard copies on file and online copies for the ED & company).
- Become familiar with Chart of Accounts Coding/language and classes used at the Center and ensure that receipts are correctly coded.
- Run monthly square reports and Reconcile Bank Account to Square Purchases and print Square reports monthly company and the Director.
- Keep track of petty cash.
- Document all check payments.
- Track donations and prep draft thank you letters.
- Develop an annual and a monthly budget in excel (potentially later via QuickBooks) by Class.

Visitor Management & Communications

Ensure the Center is open and fully staffed in order to greet visitors, lead classes, and run events. Maintain a staffing calendar updated weekly and sent to team – noting any events/classes upcoming.

Answer the phone and record all incoming inquires of importance and ensure accurate information is provided to team member recipient via email.

Check the Center email twice a day – and ensure that inquiries are responded to in a timely manner.

Collect Contacts from Team monthly and Update Master List of Contacts.

Membership – support long-time volunteer in handling the Membership Program ensure correct contact data is collected and organized and that members receive acknowledgment and updates quarterly.

Filing - Ensure necessary documents are filed and labeled correctly. Make copies for usage, and replace documents when necessary

Facility Management

Rental - Manage facility rental for outside events.

Supplies & Vendors Maintain and update a vendor contact sheet.

- Work with NTWD to hire contractors as needed to : clean the facility, pest control, trash removal, electric, phone systems, fire alarms, septic, HVAC, Plumbing, etc
- Maintain up-to-date local fire and emergency contacts, as well as processes and procedures for emergencies. Guide the team quarterly on emergency procedures.
- Complete a list of office and other supplies needed twice a month. Document and retain all receipts and correct coding.

Visitor & Member Experience

- Greet visitors to the Center with welcome and introduction message, ensure all visitors sign in. .

Volunteer Program Oversight, Onboarding & Tracking

- Collect correct contact and background checks for volunteers, introduce volunteers to ED for job assignments at Center.

Board Reports

Prepare Board reports – quarterly. Provide drafts to the ED at least 2 weeks before board meetings for review. Print copies as needed of agenda and additional board materials.

Set up for in person Board meetings at the Center including table set-up, visual and audio aide setup, bringing in and setting up buffet for lunch, and taking down.

Events

- Assist the ED & team in planning and hosting the annual fundraiser in the Fall. Participate in pre-event planning that starts 6 months in advance. Attend event and assist in set up and clean-up.
- Track & record accurate contact and info for silent auction and donors.
- Assist with other smaller events at the center.

Essential Qualifications

- Seeking a responsible and reliable professional with a minimum of 8 years' experience managing a busy office, preferably with an office, Center, or Museum that works with visitors and the public.
- Experience in office management, bookkeeping, vendor and supply management, filing, answering phones & email communications, etc.
- Highly organized and able to juggle tasks in a busy work environment!
- Excellent communication and interpersonal abilities
- Ability to interface well with the public and center visitors
- Detail-oriented with a focus on accuracy – a must!
- Team Player and accountable self-starter
- Track record of putting in place successful office systems – a must.

Salary & Benefits

Competitive Salary Offered & Vacation/Medical Benefits and Retirement plan available.

Schedule

This is a 30 hour a week full time position. Regular Hours are: Tuesday, Wednesday, Thursday, Friday 9-to-4 (seven hours a day) Occasional Saturday may be needed (once a month (8 hours), and/or Monday for quarterly board meetings. Evening hours may be needed– for the annual fundraiser, and 1-2 other events a year.

To Apply:

Send Resume. Cover Letter detailing experience and skills that match the position description. Along with 3 references (References will only be contacted for final round candidates) to Catriona Glazebrook, Executive Director -
cglazebrook@wetlandcenter.com

The John Bunker Sands Wetland Center is an equal opportunity organization that will not discriminate in its programs or hiring practices based on race, color, religion, sex, age, ethnic origin, physical or mental disability, veteran status, height, weight, sexual orientation or identity, marital status, or political affiliation.