CAMP MANITO-WISH YMCA

Job Posting: Director of Finance and Administration

Camp Manito-wish YMCA - Boulder Junction, WI

Do you want to work in an exciting and dynamic environment for an organization that transforms young people's lives? Do you want to be integral to decision-making and leading the administrative office of an organization that positively influences youth, parents, and alumni? Do you want to be a critical part of the management team that guides the direction of a residential summer camp that empowers youth to grow in confidence, independence, resilience, and problem-solving skills? Do you want to be challenged and grow in your role, find reward and purpose in being part of a team focused on a mission, vision, and commitment not only from the staff but also from a passionate, supportive, and committed Board of Directors?

If so, come work at Camp Manito-wish YMCA and make an impact on our future leaders. Work in a beautiful Northwoods setting and learn about our exceptional 108-year history devoted to leadership and character development of our campers and staff.

About You

You are a strategic and mission-driven financial leader who can see both the details and the bigger picture. You are comfortable managing complex financial operations while helping organizational leaders understand the story behind the numbers and use financial information to make better decisions.

You bring sound judgment, intellectual curiosity, and a collaborative leadership style. You help leaders understand the financial implications of their decisions, find creative solutions to resource challenges, and ensure that every dollar is used effectively to advance our mission.

You are energized by building strong systems and processes that don't just meet compliance requirements but help people do their work better.

About Us

What makes us a unique and transformative experience for participants is our wilderness tripping component required for all campers. This canoeing, backpacking, or sea kayaking trip experience is integral to the delivery of our mission to enrich the character and leadership development of each person who has a Manito-wish experience. Our vision for our camp community is to develop confident, responsible, and enlightened leaders who will improve the world in which they live.

Camp Manito-wish YMCA was established in 1919 and has a long heritage of delivering exceptional summer camp experiences in our three areas of programming: Summer Camp, Outpost (our extended wilderness tripping throughout North America), and Leadership, which serves schools and youth-serving agencies. We operate year-round on a lake campus of 320 wooded acres surrounded by over 200 lakes in Boulder Junction, WI.

Essential Functions

Strategic Financial Leadership and Governance:

Lead the financial planning and analysis process, providing insights and recommendations that enable senior management to make informed, mission-driven decisions. Develop performance indicators and measurement systems for tracking strategic plan objectives, making the abstract concrete and measurable. Work directly with the Finance Committee of the Board of Directors to build relationships, develop policies, and monitor implementation of financial best practices. Develop and implement financial policies, procedures, and internal controls that safeguard the Camp's assets while empowering staff to work effectively and creatively.

Create and share materials that inform and empower staff and volunteers to understand financial matters. Maintain good working relationships with auditors, bankers, investment counselors, and other professional advisors. Prepare and present financial reports to senior leadership and the Board of Directors that highlight the story behind the numbers and the mission impact they represent. Provide data and reports as required, always with context that helps others understand what the numbers mean.

Daily Financial Operations:

Monitor daily and monthly financial operations, ensuring that current accounting standards and legal requirements are met. Guide and support all accounting operations, including accounts payable, accounts receivable, payroll, and general ledger, ensuring accuracy, timeliness, and clarity for the teams who rely on this information. Monitor, assess, review, and process payroll and all related payroll items. Partner with staff to ensure procedures are followed, and records/reports are accurate, accessible, and actionable for operational decision-making. Manage tax-exempt forms, tax forms, and file all necessary reports. Oversee preparation of reports to YMCA of the USA, supporting grant applications, and any other reporting needs related to finances.

Support camp operations year-round, administrative functions, including camper registration support, transportation coordination, check-in/check-out processes, cabin assignments, and camper banking functions. Oversee financial accountability of Trading Post operations.

Budget Development and Management:

Oversee the development of the annual operating budget, working closely with operations staff to ensure budgets are well-planned, realistic, and prepared in a timely manner. Monitor all budgets related to the organization. Execute strategies to equip team members to achieve the camp mission while maintaining fiscal responsibility, reinforcing how their work contributes to impact. Prepare analysis and reports that translate complex financial data into clear insights, enabling leaders to make confident, mission-aligned decisions. Give guidance to the CEO, staff, and Board President on issues that affect financial operations.

Compliance and Risk Management:

Review, update, and develop internal control systems that protect organizational assets while supporting staff effectiveness and program delivery. Lead internal audits to ensure compliance with policies and standards and provide guidance that strengthens staff understanding and operational performance. Maintain organizational records and documentation supporting financial, personnel, and operational compliance. Coordinate annual property, liability, and related insurance renewals. Ensure compliance with all

local, state, federal, YMCA, and nonprofit regulatory requirements, providing training where needed. Oversee the annual audit, meeting periodically with outside auditors to maintain communication and keep them informed of changes. Oversee preparation of tax returns including IRS Form 990 and 1099. Ensure quality results by monitoring and evaluating effectiveness and adhering to financial standards.

Fundraising Support:

Provide support for the annual fundraising campaign, helping others understand the financial impact of their efforts. Partner with development efforts through consistent financial tracking and reporting. Maintain accurate records for endowment funds, building funds, and restricted assets.

Human Resources and Employee Administration:

Recruit, train, develop, evaluate, recognize, and support your staff, building accountability while fostering growth and collaboration. Ensure staff certifications and track employee compliance requirements, including training, background checks, driver verifications, disclosures, and other employment-related documentation. Administer employee compensation, payroll records, paid time off, and personnel records. Manage employee benefits programs and support the CEO in benefit plan administration and contract negotiations. Model relationship-building skills in all interactions. Participate in staff meetings, management meetings and other related meetings and special events.

Technology & Systems Management:

Provide oversight and management of organizational software platforms and databases, including accounting, camper management, board, and other operational systems. Partner with external IT consultants to maintain organizational technology infrastructure, cybersecurity practices, and staff technology support. Ensure technology resources meet the operational needs of year-round and seasonal staff.

Professional Development:

Continuous growth of professional knowledge through self-study, research, and conference/workshop participation, bringing best practices that strengthen camp's financial sustainability.

Qualifications

Required

- Bachelor's degree in Accounting, Finance, Business Administration, or related field.
- Five or more years of progressively responsible experience in finance, accounting, nonprofit administration, or business operations.
- Strong knowledge and expertise in budgeting, financial reporting, payroll administration, and internal controls.
- Experience with accounting software and financial management systems.
- Excellent organizational, analytical, and communication skills.
- Ability to manage multiple priorities while maintaining attention to detail and accuracy.
- Commitment to the mission and values of Camp Manito-wish YMCA.

Qualifications Continued

Preferred

- MBA, or other relevant professional certifications.
- Experience in nonprofit financial management.
- Experience working with audits, IRS Form 990 preparation, and board committees.
- Familiarity with YMCA operations and reporting requirements or similar organizations.
- Experience overseeing human resources, benefits administration, and technology systems.

Salary Range: $80,000-$95,000

Hiring Timeline

- Apply online or email your resume and cover letter to Judy Tegtmeyer, CEO, at judy.tegtmeyer@manito-wish.org
- Review of Resumes beginning December 15, 2026
- Initial virtual interviews January 13-14, 2027
- Onsite Interviews the week of January 25, 2027
- Begin job April 15, 2027