



Financial Manager

Full Time | 40 hours per week

At Heartland Farm Sanctuary, our mission is to inspire compassion for animals, the earth, and each other. We fulfill this mission through three interconnected programs: farm animal rescue and care, humane education, and therapy.

How You Will Make a Difference:

As the **Financial Manager** at Heartland, you'll help keep our mission moving by ensuring smooth financial operations, clear communication, and well-supported systems behind the scenes. This role manages day-to-day accounting functions, supports budgeting and cash-flow planning, and serves as the central hub for recording, reconciling, and reporting all contributed revenue. It's an ideal position for someone who thrives in a mission-driven environment, loves numbers and spreadsheets, and values both people and process.

The **Financial Manager** will be responsible for:

Financial Operations

- Manage accounts payable/receivable and work with our accounting firm to ensure timely reporting.
- Oversee financial elements of the therapy and camp education programs, including billing systems and tracking.
- Partner with the leadership team to manage budgeting, cash flow tracking, and expense monitoring.
- Maintain vendor files, contracts, insurance records, and compliance-related documentation.
- Be in charge of check deposits, credit card payments, and expense reimbursements.
- Serve as the primary liaison with our accounting firm and auditors; prepare supporting documentation as needed.

Payroll Support

- Serve as a backup for payroll submission, processing, and benefits administration.
- Assist Administrative Coordinator, as needed, with onboarding, orientation and offboarding and help enhance staff experiences.
- Support the development and implementation of organizational policies and procedures.

Fundraising and Development Support

- Record and accurately code all fundraising revenue ensuring correct account, solicitation, and class assignments.
- Monitor, record, and reconcile third-party gifts to ensure timely recognition and accurate financial reporting.

- Reconcile donations across multiple payment processors and gateways (Wix, DPO, Venmo, PayPal, etc.), promptly resolving any discrepancies in coordination with the accounting firm. Document and track all in-kind contributions to meet accounting and reporting requirements.
- Process event ticket sales, assigning fair-market value (FMV) and applying proper accounting treatment.

Who We Are Looking For:

The **Financial Manager** must have:

- High school diploma or equivalent; Associate's or Bachelor's degree in Accounting or related field is a plus
- Proficiency with accounting software (Quickbooks, Excel, Google Sheets) and Microsoft Office
- Proven experience in accounts payable and accounts receivable; (familiarity with therapy billing, accounting tools, or donor systems is a major plus).
- Experience with budget planning, creation and monitoring (nonprofit experience is a plus)
- Comfort learning and navigating new platforms.
- Exceptional attention to detail and a commitment to accuracy.
- Strong organizational skills with the ability to manage multiple projects, timelines, and priorities effectively.
- The ability to work both independently and collaboratively, demonstrating initiative, flexibility, and a team-oriented mindset.
- A strong alignment with the mission and values of Heartland Farm Sanctuary.
- Genuine enthusiasm for supporting both rescued farm animals and the people who care about them—staff, volunteers, therapy participants, donors, and community members.
- Reliable transportation to Heartland Farm Sanctuary in Stoughton, Wisconsin.

We strongly encourage people of every race, color, religion, gender, sexual orientation, gender identity, age, and ability to apply.

Additional Details:

Employment Type: Full-time, Hourly, Non-Exempt

Reports to: Director of Finance & Administration

Location: Heartland Farm Sanctuary, Stoughton, WI (flexible: some remote work allowed after probationary period)

Hours: 40 hours per week

Compensation: Salaried \$50,000-\$55,000 per year, based on experience.

Benefits: Healthcare benefits, very generous paid time off, + the chance to be part of a place that values compassion and belonging. Enjoy unlimited goat and sheep snuggles, find peace walking through our beautiful grounds, and experience the genuine joy of watching children connect with nature and animals. Join a team that shares in laughter, supports each other's growth, and works together in a compassionate environment that values healing and wellness for both people and animals.