



Friends of Hoyt Park & Pool (FOHPP)

Friends of Hoyt Park & Pool proudly supports and solely operates The TOSA Pool, The Landing and The Grand Hall at Hoyt Park in Wauwatosa, Wisconsin. Featuring an outdoor community pool with zero-depth entry, competitive lap lanes, shaded areas and a giant slide, the TOSA Pool provides summertime fun for all ages. Complementing the pool is the restored 1930s bathhouse – now renamed the Grand Hall - which is available to rent year-round. To supplement pool operations, The Landing Beer Garden was opened in 2014 and serves the community with trivia, live music, cribbage leagues and many other year-round activities.

FOHPP operates as an independent nonprofit and does not receive taxpayer support. Our mission is to enhance the quality of life for all members of the community by developing, maintaining, and operating a community pool at Hoyt Park.

The Finance Manager plays a vital role in ensuring the smooth functioning of FOHPP by acting as lead for all financial organization and management. This position is responsible for managing finances, including payroll, AP/AR, cash and daily deposits. In addition to handling day-to-day financial tasks, the Finance Manager will assist new team members with onboarding, HR file management, implementation of office policies and procedures, and support the Executive Director with special projects as needed.

Job Description: Finance Manager

Schedule: Part-to-Full Time, 20-40 hours per week

Reporting To: Executive Director

Location: On-site/Hybrid with very flexible hours; ability to work from home 50% of time, depending on season and work load.

Special Considerations: The needs of this job ebb and flow with the seasons; summer is high season with 30-40 hours per week, and Spring, Summer & Fall have lower needs, averaging 20-30 hours per week.

Qualifications:

- Required Education: Associate degree or higher
- Experience: 5+ years in a similar accounting, finance or administrative role
- Proficient in QuickBooks, Microsoft Office Suite and/or Google Workspace.

- Excellent written and verbal communication skills.
- High attention to detail
- Ability to handle confidential information with discretion.
- Preferred: Knowledge of non-profit finance and accounting

Roles and Responsibilities:

- Oversee daily office operations, including supply management, cash transactions, journal entries, daily deposits, and reconciliations.
- Manage the organizational budget process
- Lead bookkeeping duties, including management of QuickBooks and payroll, as well as making recommendations for process improvement and efficiency.
- Lead all A/P and A/R transactions and processes.
- Aid in coordination of all technology and apps that are crucial to FOHPP workflows
- Handle all cash-related transactions and lead all account reconciliations
- Maintain compliance with safety protocols, HR policies, and operational standards.
- Flexibility to be on site during summer months as needed.

The ideal candidate is detail-oriented, organized, and able to work independently while supporting the Executive Director and overall team. Strong communication skills and proficiency with office software and exemplary bookkeeping knowledge are essential for success in this role.

We are seeking a team player that is curious, ambitious and forward-thinking. Someone who values community and bringing joy to families and individuals throughout our region. If you are a proactive professional seeking a fun and exciting role on a collaborative team, we would love to hear from you.

Compensation:

\$30-40/hr

Benefits:

Simple IRA and company match after 6 months

Insurance stipend

Unlimited PTO

Aflac insurance discount

Potential for salary increases and bonuses depending on performance

Work from home and schedule flexibility, as approved

Individual or family pool pass annually

To apply, please send resume and cover letter to info@tosapool.com.