



TITLE: Bookkeeper/Grant Facilitator

POSITION SUMMARY:

This part-time position is responsible managing the financial records of the Reserve including employee records, payroll, accounts payable, accounts receivable, deposits and reports in QuickBooks.

ESSENTIAL FUNCTIONS: (Illustrative only)

- Maintaining all financial records and transactions
- Managing all account payable and receivable
- Invoicing grantors & facility users
- Processing bi-weekly payroll
- Make all federal and state tax deposits
- Filing all federal and state tax reports
- Maintaining financial records for multiple grants
- Reconciling monthly bank statements
- Making deposits
- Preparing financial reports for different users
- New/Employee HR record collection

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of accounting practices and record keeping procedures
- Knowledge of budgeting
- Excellent communication skills, both written and oral
- Excellent organizational skills

- Ability to work effectively with others (staff, vendors, customers, volunteers)
- Ability to handle multiple tasks and interruptions
- Ability to learn new software programs

REQUIRED QUALIFICATIONS:

- Associate degree in Accounting or previous bookkeeping experience
- Proficient in QuickBooks, Microsoft Excel and Word
- Well organized, honest, and motivated

DESIRED QUALIFICATIONS:

- Experience in non-profit accounting
 - Experience with state/federal/private sector grant administration
 - Flexible to meet seasonal demands
 - Comfortable handling cash
 - Willingness to take on additional tasks as needed
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WORK ENVIRONMENT:

- Work is mostly sedentary in an office setting with occasional walking and standing

HOURS:

This is a year-round part-time position averaging 20-30 hours per week with a starting hourly pay rate of \$15/hour.

CONTACT:

Position open until filled. Mail or e-mail a letter of interest, resume and three professional references to:

Erik Keisler - Executive Director

Beaver Creek Reserve

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Fall Creek, WI 54742

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