



## **Office Assistant/Bookkeeper**

*Wisconsin Woodland Owners Association Inc.*

*Wisconsin Woodland Owners Association (WWOA)* is a medium-sized, nonprofit, educational association serving Wisconsin's private woodland owners in their work to sustainably care for and manage their woodlands and related resources. Based in Stevens Point, WI, WWOA is seeking a part-time Office Assistant/Bookkeeper with 1-2 years of experience with QuickBooks and Microsoft Office Suite. Busy office needs a self-starting, motivated assistant with good organizational skills, accurate bookkeeping, and great customer service skills. An interest in natural resources is a plus.

Responsibilities include:

- Using QuickBooks to enter and track income/expenses/journal entries in appropriate categories
- Using QuickBooks reconcile accounts monthly
- Using spreadsheets to track various financial information for tax purposes
- Assemble annual tax reports for accountant
- Responsible for gift shop inventory and sales
- Provides clerical and administrative support to executive director, board of directors, and committees
- Member correspondence including new member packets, donation thank yous, etc.
- Creation of bulk mailings including member renewal notices, annual meeting packets, and other member correspondence
- Assists with various aspects of annual membership meeting
- Process daily mail and answer telephone, assists where needed

Experience/Qualifications:

- 1-2 years experience with QuickBooks and Microsoft Office Suite
- Experience with WordPress and Constant Contact a plus
- Good communications and people skills
- Willingness to provide excellent customer service to members
- Ability to work in a positive manner one-on-one and with a committee
- Mathematical ability to include accurately adding, subtracting, multiplying and dividing
- Good grammar skills

Office Assistant/Bookkeeper is a flexible, part-time position starting at approximately 25 hours per week and increasing to approximately 30 hours per week as needed.

Position deadline is close of business on September 10, 2020 or until filled.

Send by email or mail a cover letter stating why you are interested in the position and relevant job skills. Include a resume with three references and their contact information including telephone number.

[wwoa@uwsp.edu](mailto:wwoa@uwsp.edu) or WWOA, PO Box 285, Stevens Point, WI 54481