



## Office Assistant/Bookkeeper

*Wisconsin Woodland Owners Association Inc.*

Based in Stevens Point, WI, Wisconsin Woodland Owners Association (WWOA) is seeking a permanent, part-time Office Assistant/Bookkeeper with 2-3 years of experience with QuickBooks and Microsoft Office Suite. 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. An interest in natural resources is a plus.

Position is permanent, part-time with flexibility in days and hours. Some opportunities to work from home may be offered. Busy office needs a self-starting, motivated assistant with good organizational skills, accurate bookkeeping, and great customer service skills. Office Assistant/Bookkeeper position starts at approximately 24 hours per week and increases to approximately 30 hours per week as needed.

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
- Attends and assists with various aspects of annual membership meeting
- Process daily mail and answer telephone, assists where needed

Experience/Qualifications:

- 2-3 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

Position recruitment will continue until filled.

Apply with a resume and cover letter stating why you are interested in the position and relevant job skills to [wwoa@uwsp.edu](mailto:wwoa@uwsp.edu) or WWOA, PO Box 285, Stevens Point, WI 54481