



ADMINISTRATIVE ASSISTANT

The Wisconsin Woodland Owners Association Inc. (WWOA), a 501(c)(3) nonprofit organization is hiring an Administrative Assistant to work closely with the Executive Director to provide administrative support for the organization through bookkeeping, membership services, and other projects as assigned.

WWOA engages with Wisconsin's private woodland owners by providing a variety of educational resources for sustainably managing their woodlands including networking opportunities. We provide in person conferences and workshops, local chapter field days, our quarterly magazine (*Wisconsin Woodlands*), weekly Learn Something New emails, website information, virtual conferences, Woodland Mentor program and Women of WWOA gatherings.

Position Description

Bookkeeping (50% of time)

- Using QuickBooks, accurately manage and monthly/quarterly reconcile multiple types of accounts including savings, checking, CDs, investments
- In QuickBooks, accurately record and correctly file related documentation of income and expenses
- Using Excel, document and track necessary information related to income/expenses for tax purposes
- Work with Treasurer and Finance Committee to create draft budget
- Provide the Treasurer and Board of Directors with requested financial reports
- Enter payroll information monthly
- Accurately enter monthly Gift Shop sales and track inventory, maintain updated order form, prepare annual reports, and attend Annual Gift Shop Committee meeting
- Maintain Gift Shop vendor accounts and place new/ongoing orders, suggest new items for consideration
- Ensure fundraising efforts are documented and monies tracked to appropriate accounts

Membership Services (25% of time)

- Responsible for member communications related to membership requests, membership status, membership referrals, membership categories, and quarterly renewal notices
- Track new members, donors, membership award recipients and condolences for quarterly magazine and send appropriate letters
- Work with the Membership Committee to improve membership retention and in the creation/implementation of ideas for new growth
- Schedule use of exhibit boards, assembles appropriate materials, and schedules volunteers to staff exhibit for various conferences/events
- Work with Gift Shop Committee to promote items in quarterly magazine and on website

Administration (10% of time)

- Track necessary information related to completing IRS and WI tax forms
- Complete year end payroll reports and IRS and WI tax forms
- Work with Executive Director, Treasurer, and accounting firm to complete annual IRS and WI tax forms
- File WI applications for fundraising efforts
- Assist Fundraising Committee, as requested, in soliciting and securing donations, and follow up acknowledgements
- Maintain database for electronic communications
- Maintain organization's inventory
- Maintain office supply inventory, order supplies as needed

Other Projects (8% of time)

- Request and assemble chapter and committee reports for the Annual Report
- Track registration and various options for Annual Meeting
- Handle onsite Annual Meeting registration and supervises volunteers assisting
- Provide assistance to WWOA Board of Directors, chapters and committees as assigned

Advertising Sales (7% of time)

- Solicit new advertisers for quarterly magazine
- Work with existing advertisers to maintain their accounts
- Contract with new and renewing advertisers
- Track advertising space and invoice by issue
- Track advertising payments by issue
- Work with magazine editor on advertisement changes

The ideal candidate enjoys providing exceptional customer service, can work independently or as part of a team, has a demonstrated attention to detail, and meets the required 3+ years of experience accurately using QuickBooks. Experience working with Outlook, Excel, and Word is necessary. Experience with other software is helpful - Publisher, Canva, WordPress, Constant Contact, and SurveyMonkey. Prefer a candidate with nonprofit administration and an interest in caring for our natural resources.

The Administrative Assistant position *is a flexible 24-30 hour/week position* with paid holidays, vacation, and sick leave. The hourly pay range is \$18-24 and is commensurate with education and experience. Position is located at the WWOA office in Stevens Point during normal business hours.

Candidates should send a current resume and cover letter outlining how their expertise and experience match our opening. Submit electronically to Wisconsin Woodland Owners Association Inc. at wwoa@uwsp.edu. Applications will be accepted until the position is filled.