

GORDON BUBOLZ NATURE PRESERVE
POSITION DESCRIPTION

Office Administrator

The Office Administrator of the Bubolz Nature Preserve supports reception, administrative and accounting services and provides timely and effective support for the preserve to operate efficiently. This position reports directly to the Executive Director.

The responsibilities of the Office Administrator include the following:

- 1) managing the organization's daily financial records, tracking incoming and outgoing money to keep accounts accurate and up to date
- 2) matching ledger entries against bank and credit card statements to resolve any discrepancies and reconcile all accounts
- 3) processing incoming checks, paying all bills and reconciling all financial accounts
- 4) reporting the organization's payroll information to 3rd party payroll firm including employee benefits, pay increases, vacation, etc.
- 5) invoicing, collecting and processing fees, issuing receipts, reconciling expenditures and revenues
- 6) managing the point of sale system, processing reports and reconciling transaction data
- 7) updating and reviewing financial datasets in support of the preserve's operations
- 8) developing and maintaining databases for membership, volunteers and fundraising
- 9) organizing, processing and producing information for the annual audit/review
- 10) as the first point of contact assuring quality visitor reception through both direct and indirect contact
- 11) answering phone calls and assisting other staff members in clerical duties including, but not limited to organizing mailings, preparing money drawers, processing registrations, providing financial reports, etc.
- 12) administrating the membership program including sending renewal notices, receipts and cards
- 13) maintaining office equipment including printers, point of sale equipment and phones/voicemail
- 14) stocking adequate amounts of office supplies for the preserve's administrative tasks
- 15) organizing volunteers for staffing of ski/snowshoe equipment rentals
- 16) and all other duties as assigned

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Qualifications

- 2 - 3 years experience in accounting/clerical procedures
- knowledge of accounting, administration and data analyzing practices
- proficient with the use of Quick Books Online version, Excel and other Microsoft programs
- upbeat, energetic and positive attitude
- ability to multi-task in a high energy, fast paced environment
- task oriented and self-motivated
- experience working in a not-for-profit environment, preferably one with an environmental or educational background a plus
- a passion for the outdoors and ultimately the preserve's mission
- the ability to effectively communicate the preserve's mission and purpose
- flexible scheduling to include some evenings and weekends