# NORTH LAKELAND DISCOVERY CENTER JOB DESCRIPTION

**POSITION:** Bookkeeper (Permanent, Part Time 20hr/week Flexible Schedule)

**REPORTS TO:** Executive Director

**SUPERVISES:** Office Volunteers

**NATURE OF WORK:** The North Lakeland Discovery Center (NLDC) operates within a team-minded framework and as a mission-based organization, focused on delivering high-quality mission and service opportunities.

The bookkeeper is responsible for accurate accounting functions and oversee implementation of any and all accounting programs for the center and affiliate groups. This position also is responsible for monthly finance reports to the Finance Committee of the organization.

# Specific Responsibilities:

* Perform duties to include accounts payable, accounts receivable, bank deposits, monthly reconciliation and financial reporting
* Ensures accounting functions are performed in compliance with Discovery Center’s established policies, procedures, state, local and federal rules and regulations.
* Work closely with Administrative Assistant, Executive Director, and accounting firm, prepares and participates in monthly Finance Committee meetings and yearly Audit.
* Prepares reports and documentation for financial and grant reimbursements.\
* Prepares and processes payroll biweekly

# General Professional Expectations:

* Personable and professional presence.
* Strict attention to detail.
* Ability to communicate effectively and interact well on the phone with staff, volunteers, members, donors, creditors, vendors, etc.
* Knowledge of the practices and procedures of basic accounting and bookkeeping.
* Proficient in QuickBooks
* Ability to use intermediate functions of membership database, Microsoft Word, Excel, and Outlook.
* Ability to organize and maintain files of accounting records.
* Skill in writing reports and developing spreadsheet template.
* Knowledge of nonprofit and/or nature center programs, philosophies and principles.
* Maintains confidentiality of records.

**QUALIFICATIONS:** The position requires an Associate’s Degree in Business or Accounting; or at least three-year experience in a similar positions. Thorough knowledge of QuickBooks and the Microsoft Office suite is required.

**SALARY:** Pay range commensurate with education and experience

**APPLICATION INSTRUCTIONS:** Download complete Job Description and Application Form at [www.discoverycenter.net](http://www.discoverycenter.net/)

Please send complete application, letter of interest, and resume to

[john@discoverycenter.net](mailto:john@discoverycenter.net)

Extensive information about the Discovery Center, at [www.discoverycenter.net](http://www.discoverycenter.net/)

**APPLICATION DEADLINE:** November 20, 2017

*The North Lakeland Discovery Center is a premier not-for-profit environmental education center located in Wisconsin’s scenic Northwoods. Our 63-acre site is situated among forestland, wetlands, and wilderness lakes and rivers within the 240,000-acre Northern-Highlands American Legion State Forest. The Discovery Center’s activities and experiences promote stewardship of natural and cultural resources, and connect people to nature through education, recreation and research. Our events, facilities, recreation opportunities and engaging outdoor programs encourage lifelong learning and create a sense of community, well-being and fun!*