

Job Description: Office Manager

Wildlife Forever, a non-profit conservation organization, is seeking an Office Manager with bookkeeping and administrative experience. This is a diverse position within a fast-paced and growing environment. A successful candidate will be a self-starter with an ability to multi-task, problem solve, and have excellent customer service skills. This position is parttime with growth opportunity for full time employment.

Bookkeeping/Accounting

- **MANDATORY: Quick Books Certified**
 - **3-year minimum experience: Quick Book Accounting Software**
- Manage all aspects of accounts payable, receivable, and deposits
- Process invoices, coding expenses and class accounting
- Support financial awards and grant administration
- Manage bank and credit card accounts, reconcile monthly
- Monthly journal entries including depreciation and prepaid expenses
- Distribute Forms W-9 and ST-3 as needed
- Ad hoc reporting

Administration

- **Mandatory:**
 - Excellent Customer Service
 - MS Office Suite
- Facilitate human resources and employee services
- Data entry and database management
- Answer phones and route calls
- Ensure postal permits, state and federal business registrations
- Facilitate business contracts and vendor relations
- Assist staff and CEO with clerical and admin. duties as assigned
- Process customer orders and office supplies.

Compensation/Benefits

- Part-time, 20 hrs. week. \$35/hr
- 5 days paid vacation
- Sick time accrual
- 9 paid company holidays

Requirements

- Valid driver's license
- Ability to lift up to 50 pounds
- Ability to sit for extended periods
- Clean criminal background check

How to Apply:

Cover letter required.

Email Resume: Subject: Office Manager Position

To: Info@WildlifeForever.org

About Wildlife Forever (WF): Wildlife Forever's mission is to conserve America's outdoor heritage through conservation education, preservation of habitat and management of fish and wildlife. For over 35 years, WF members have helped fund thousands of fish, game and habitat conservation projects across the country. To join or learn about the award-winning programs, including work to engage America's youth in our nation's outdoor heritage, visit www.WildlifeForever.org.

