



Position: Bookkeeper

Status: At-will, full-time, exempt

Reports to: Executive Director

Organization Summary: Hartley Nature Center (HNC) is a non-profit environmental learning center located within the 600+ acre Hartley Park in Duluth, Minnesota. HNC's mission is to inspire lifelong connections with nature through education, play, and exploration. Governed by a board of directors, HNC has a talented staff and many community volunteers. HNC provides programs for thousands of people each year, and operates from a nature center building in Hartley Park, a city-owned park with diverse forest, wetland and stream habitats, over 5 miles of hiking and ski trails, and beautiful ridges overlooking Lake Superior. The 7,500 square foot nature center is designed as a model of energy-efficient, environmental building practices and provides classrooms, exhibit areas, offices and storage areas to support and enhance HNC programs.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Financial/Administrative

- Serve as company's QuickBooks expert
- Manage incoming/outgoing cash and credit card activity and reconciliations
- Maintain financial filing systems (short and long-term)
- Manage monthly journal entries (preschool, camp, scholarships, busing, deferred income, etc.)
- Manage HNC Preschool accounts
- Manage employee files and benefits (insurance, IRA)
- Manage payroll, tax payments, quarterly and annual filing responsibilities, W-2s, 1099s
- Maintain Employee Handbook
- Assist Office Manager with income recording and support
- Assist Executive Director with budget-setting, recording and monitoring
- Manage restricted funds reporting to Executive Director and Board
- Prepare monthly financial statements for Executive Director and Board
- Assist auditor during annual financial audit, provide documentation and support
- Manage annual Workers Comp audit
- Adhere to financial controls
- Help maintain organization's database

Staff:

- Attend staff meetings
- Other duties as assigned by the Executive Director

Boards and Committees:

- Prepare financial statements for board and committees

Qualifications:

Strong organization and communication skills

Knowledge of and ability to operate Quickbooks, word processing and database spreadsheet programs

Ability to operate copiers, printers, fax machines, etc.

Ability to maintain effective working relationship with co-workers, vendors, program participants and community members

Ability to occasionally work outdoors in nature center setting.

Position:

Full-time, roughly 40 hours/week

Wage range: Commensurate with experience

Application Procedure: Your application needs to include the following:

Cover letter

Resume

Names of three references and contact information

Submit your application to:

Tom O'Rourke

Executive Director

Hartley Nature Center

3001 Woodland Avenue

Duluth, MN 55803

torourke@hartleynature.org

No phone inquiries, please.