



**Position:** Bookkeeper

**Status:** At-will, part-time (approximately 25-30 hours/week), non-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.

**Bookkeeper Summary:** The Bookkeeper supports Hartley Nature Center's (HNC) mission to inspire lifelong connections with nature through education, play, and exploration by maintaining the financial transaction, systems, and records of HNC, processing employee payroll, maintaining employee records, managing workers comp, ensuring timely local, state and federal reporting, and supporting the Executive Director in other financial duties.

**Position:**

Part-time, roughly 25-30 hours/week

Pay Range: \$15-\$21/hour, depending on qualifications

**Application Procedure:**

Submit the following:

Cover letter

Resume

Names of three references and contact information

**Email your application to:**

Tom O'Rourke

Executive Director

[director@hartleynature.org](mailto:director@hartleynature.org)

**No phone inquiries, please.**