

Myrick Hixon Ecopark

Position: Full-time Bookkeeper/ Donor Management Assistant

Location: Myrick Hixon EcoPark, 789 Myrick Park Dr., La Crosse, WI 54601

Myrick Hixon EcoPark – The EcoPark is a non-profit organization 501(c)3 dedicated to empowering individuals and communities to explore and experience healthy, safe, vibrant, and sustainable lifestyles. We are a center for outdoor recreation, environmental education, and a community resource in the heart of La Crosse. The EcoPark is in an exciting phase of development involving the creation of exciting outdoor adventure playscapes for all ages.

Job Overview: The Bookkeeper will oversee the all fiscal operations and donation processing a not for profit organization reporting to the Assistant Director

Responsibilities:

- Utilize QuickBooks to:
 - Enter Deposits from Donor Management System and Point of Sale System
 - Manage Accounts Payable (entering invoices, processing payments etc..) also importing from Point of Sale System
 - Reconcile Bank Statements and Credit Card Statements
 - Prepare Monthly Financial Statements for Directors and Board
 - Process Bi-Weekly Payroll and Monthly Payroll Taxes
 - Manage Employee Benefits – Vacation, Sick, Holiday, Insurance etc.
 - Prepare and Pay Quarterly Sales Tax
 - Prepare QuickBooks file for Accountants Quarterly Review
 - Enter Journal Entries
 - Assist Director with Budget Preparation
 - Assist Accountants with Annual Review and 990 Information
- Utilize Donor Perfect to:
 - Enter Gifts
 - Manage Pledges/Payments
 - Process Thank You Letters and gift receipts
 - Manage Pledge Reminders and Membership Reminders
 - Process EFT Transactions
 - Maintaining accurate and up to date donor records
- Work Closely with Gift Shop Manager to Utilize Counterpoint (Point of Sale) Software to:
 - Import Deposits and vendor invoices
 - Manage Inventory

Qualifications:

- 2-4 year finance or accounting degree required
- Strong Experience with QuickBooks – Non-profit version a Plus
- Experience in non-profit accounting preferred
- Knowledge of Donor Perfect or other fundraising database management preferred.
- Knowledge of Counterpoint or other point of sale software preferred
- Experience establishing and maintain department budgeting systems
- Experience with Capital donations a plus
- Highly Proficient in using technology and learning new programs
- Must be able to work independently and efficiently
- Excellent Organizational Skills
- Critical thinking and problem solving
- Dependable and reliable with excellent communication skills
- A passion for environmental education, conservation, sustainability a plus.

Hours/Wage/Benefits: Wage commensurate on experience. Health Benefits, Vacation and Sick Available.

Please mail, email or fax your resume to: Michelle Nelson, Operations Manager, Myrick Hixon EcoPark, 789 Myrick Park Dr., La Crosse, WI 54601, Email: mnelson@mhecopark.org, Fax: (608) 784-0322