



JOB DESCRIPTION

Title: Accounting and Database Clerk

Supervisor: Finance & HR Manager

Location: The Wilderness Center; Wilmot, Ohio

Position Type: Full Time, non-exempt. Benefits include health, vision, dental, life & long-term disability insurance, paid time off (vacation, sick and holidays), and a 401(k) match up to 5%

Summary of Position: The primary responsibilities of this position are to maintain and update the CRM database, process donor acknowledgments and membership renewals, provide accounting assistance and maintain QuickBooks records and offer clerical support as needed for day-to-day office and gift shop operations.

Duties & Responsibilities:

Database Management-

- Update and maintain various member, donor and other participants (volunteers) in CRM software.
- Process and acknowledge Tree of Life, Annual Campaign, and general support donations.
- Process membership registrations and renewals.
- Add events to CRM software.

Accounting Administration-

- Download the weekly Neon activity into the Neon spreadsheet to record in QuickBooks.
- Download the Square activity into the Square spreadsheet to record in QuickBooks.
- Record invoices as accounts payable into Quickbooks.
- Scan check and ACH payments and upload into Quickbooks.
- Generate invoices for education programs, special events and forestry division.
- Reconcile the weekly bank activity with transaction in Quickbooks.
- Download the monthly the credit card activity in QuickBooks and distribute to credit card holders.

Administrative & General Support-

- Serve as facility attendant and front desk greeter as needed.
- Serve as Gift Shop cashier/clerk when needed.
- Provide customer service and assistance by directing calls or visitors to appropriate staff.
- Provide on-site support for TWC special events, education programs and club activities as needed.

Qualifications & Requirements:

- High School diploma or equivalent education and experience; Associate Degree preferred.
- Excellent skills in organization, attention to detail, time management, ability to manage multiple tasks, defining and setting priorities, and problem solving are needed.
- Excellent oral and written communication skills are needed.
- Ability to provide excellent customer service is required. Provide a helpful, friendly and courteous disposition to clients, members, visitors, supporters, and vendors.
- Technological requirements - must be proficient in the use of Microsoft Office suite. Familiarity with Neon CRM program or other CRM system a plus.
- Willingness to work flexible hours, including occasional evenings, weekends and some holidays.
- Ability to work independently and as part of a team.
- Must be able to pass a background check.
- Must possess a valid Ohio driver's license with a clean driving record.
- Commitment and adherence to Wilderness Center's mission and core values.

The Wilderness Center, Inc. is an equal opportunity employer. It is our policy to comply with all applicable state and federal laws prohibiting discrimination based on race, age, color, sex, religion, national origin, or other protected classification.

UPDATED: 1/31/2022