



## Position Description

### Wild Ones Office Specialist

(Part-time, 25-30 hours/week)

**Overview:** Responsible for database maintenance, processing and data entry of receipts and deposits, processing QuickBooks transactions, answering phones, and fulfilling merchandise and chapter supplies. Reports to the Executive Director.

### Responsibilities

#### Membership

- Provide accurate data entry of membership transactions, receipts and deposits into the Wild Ones membership database system.
- Respond to member and chapter needs by answering questions and sending needed information and/or materials.
- Fulfill and ship merchandise and literature orders from members and chapters; ensure proper data entry for inventory and accounting purposes.
- Work with online store fulfillment vendor to ensure orders are fulfilled and shipped on time; verify inventory levels; notify the Executive Director when product reorders are necessary.

#### Accounting

- Make data entries in QuickBooks; generate monthly financial reports as required by the Director.
- Update vendor information for 1099 processing.
- Manage ACH billing and payments.
- Prepare bank deposits; reconcile database and QuickBooks.

#### Website

- Add new content, make simple updates, assist chapter webmasters.

#### Miscellaneous

- Coordinate application intake and award notification for Seeds for Education Grant Program.
- Take the lead in answering phones and handling walk-in traffic at the WILD Center.
- Perform other duties as needed and assigned by the Executive Director.

### Qualifications

- High school diploma required; two-year degree or equivalent preferred.
- Knowledgeable in use of Microsoft Office software; database experience a plus.
- QuickBooks experience preferred.
- Website content management (WordPress and HTML preferred).
- Good writing and verbal communication skills; good phone etiquette.
- Accurate data entry – both text and numeric.
- Ability to juggle a variety of tasks and challenges with humor and patience.
- Hands-on attitude with flexibility and willingness to pitch in as needed in a small office team environment.

## Benefits

- Part-time, 25-30 hours/week.
- Vacation and sick pay accrued.
- 10 paid holidays.
- Eligible for Simple IRA Retirement plan after minimum employment requirements are met.