



Job Posting

492 Hill Street · Suite 205 · PO Box 364 · Green Lake, WI 54941
www.greenlakeassociation.org · (920) 294-6480

BOOKKEEPER

THE OPPORTUNITY

The Green Lake Association is pleased to announce an opening for the position of a Bookkeeper. This position reports to the Administrative Manager with support as needed for the Treasurer of the Board and the Executive Director.

ABOUT GREEN LAKE AND THE GREEN LAKE ASSOCIATION

The Green Lake Association (GLA) is a nonprofit organization of property owners, farmers, businesses, and citizens all committed to preserving and restoring water quality in Green Lake and its watershed. Originally formed as a homeowners' association in 1951, the GLA now collaborates with various academic and governmental institutions to address threats to water quality. Of Wisconsin's 600 homeowners' associations, it is one of three in the state that has paid, professional staff—all working on behalf of a cleaner Green Lake.

BENEFITS & OFFICE ENVIRONMENT

The Bookkeeper position is a part-time (16 hours/week) opportunity with compensation commensurate with experience, beginning at \$15/hour. The GLA's retirement program offers a 100% match up to 3% salary contributions and a monthly medical reimbursement.

We have built a strong team and a supportive, flexible work environment. Our office is in a restored, historic building that is now a community center with ample cultural events and social activities. The office is located within the quaint town of Green Lake with lake views and access to the lakeside that is a short walk from the office.

PRIMARY AREAS OF RESPONSIBILITY

- Complete a variety of accounting functions, including bank reconciliations, credit card reconciliations, billing, and invoicing.
- Process liability payments.
- Track and respond to employee inquiries on payroll matters and PTO.
- Monitor and renew licenses and insurance policies.
- Provide accurate, timely, and relevant recording and reporting of financial information, as requested.
- Enhance and maintain processes and controls.
- Prepare tax returns and supporting documentation.
- Handle sensitive information in a confidential manner.



- Process timesheets and payroll bi-weekly.
- Comply with local, state, and federal government reporting requirements.
- Work closely with GLA's accountant to provide documentation for an external audit.
- Complete filing and other clerical work.
- Act as receptionist for organization and other front office duties, as needed.

CANDIDATE QUALIFICATIONS

The Green Lake Association recognizes that the successful candidate may come from a variety of backgrounds and experiences. The GLA will evaluate the qualifications and attributes of each candidate.

The ideal candidate will have:

- 2-5 years of accounting/finance experience
- Demonstrated intermediate to advanced skills and knowledge of Excel, as well as other Microsoft Office applications
- Strong analytical and problem-solving skills
- Experience with QuickBooks
- Experience processing payroll
- Excellent interpersonal skills to communicate effectively across the organization
- Thorough knowledge of general ledger accounting and account reconciliation
- Knowledge of generally accepted accounting principles
- Highly detail-oriented, precise, and organized

APPLICATION PROCESS

The GLA will accept applications until the position is filled. To apply, send the following materials in PDF format to Tina Solberg, Administrative Manager, at tina@greenlakeassociation.org.

1. A **cover letter** that describes why you are interested in and qualified for the position,
2. A **resume** that summarizes relevant education and experience, and
3. A **list of three professional references** with contact information and relationship to the applicant (we will only contact references for final candidates and we will notify you ahead of time).

Applications will be acknowledged and reviewed when submitted. Interviews with the most qualified candidates will be scheduled on a mutually convenient date.

