

Visitor Services and Bookkeeping Associate

Background and Mission

Bowman's Hill Wildflower Preserve (the Preserve) was founded in 1934 with a mission *to increase the knowledge and use of native plants by serving as an educational resource and destination that inspires conservation action*. It is a member-supported nonprofit organization that has come to be recognized as a local treasure, a state resource and a national institution. Known regionally for its community-based programming, it is considered a statewide source for native plants and is the only accredited museum in the nation focused exclusively on native flora.

Position Summary

The visitor services and bookkeeping associate provides critical support for the Preserve's revenue-generating activities, including admissions, gift shop sales and Native Plant Nursery sales, as well as excellent customer service support for Preserve visitors. This position also supports the finance and operations department with basic bookkeeping tasks, and assists with all retail operations, including point-of-sale (POS) software systems, merchandising and inventory. The ideal candidate is an energetic individual with an exceptional customer service orientation, proficiency in basic bookkeeping tasks, ability to perform all cash register functions, and talent for interacting with the public in an engaging, positive and friendly manner. The visitor services and bookkeeping associate reports to the director of finance and operations.

Responsibilities

- Record basic bookkeeping transactions using QuickBooks accounting software
- Process accounts payable invoices and bills and ensure proper supporting documentation
- Prepare reports in Excel
- Handle cash/check deposits
- Support the finance and operations department through:
 - Scanning, filing and document management
 - Other bookkeeping and office administrative tasks as needed
- Process transactions, collect payments and provide change using the VEND point-of-sale (POS) system
- Maintain cash register and credit card processing supplies and equipment
- Reconcile cash registers daily/weekly
- Sunday shift supervisor
- Ensure the Twinleaf Book & Gift Shop, Auditorium and other Visitor Center areas are stocked, clean and appealing
- Maximize effective shop merchandising and displays

- Assist with additional retail and cash handling operations for Preserve-sponsored internal events
- Other duties as assigned

Requirements

- Experience with QuickBooks and basic bookkeeping practices
- 2+ years retail and/or cashier experience
- Excellent customer service and problem-solving skills
- Self-starter, creative, and able to prioritize tasks
- Ability to work independently as well as within a team of staff and volunteers.
- Proficiency in Google Suite, Microsoft Office, Adobe and point-of-sale (POS) systems
- Ability to maintain professional composure under pressure
- Valid driver's license

Preferred Qualifications

- Experience in working with volunteers and non-profit organizations
- Experience with VEND point-of-sale (POS) system
- Associates degree or equivalent certifications/experience

Work Schedule

This is a permanent, part-time position at 32 hours/week with required schedule of Saturday and Sunday. There is flexibility in schedule for the other 2 weekdays.

The Preserve is open 7 days a week and on most federal holidays, including Memorial Day, July Fourth and Labor Day. The Preserve is closed on Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

Physical Requirements

- Effectively maneuver around the Gift Shop, Native Plant Nursery sales floor and the Preserve at large
- Bend, squat, reach and lift
- Stay in a stationary position during prolonged periods of time
- Lift and carry up to 30 pounds

Compensation and Benefits

The hourly salary range is \$18-20/hour and is commensurate with qualifications and experience.

Benefits include:

- Paid Time Off (PTO)
- 401k plan after 1 year of continuous employment
- Employee discounts
- Complimentary Preserve membership

To Apply

Please send a cover letter, resume and references to:

Jen Ventresca, director of finance and operations, at: ventresca@bhwp.org

Visit us at www.bhwp.org for more information.

The Preserve is an equal opportunity employer and is committed to non-discriminatory policies. All decisions regarding recruitment, hiring, promotion and all other terms of employment will be made without regard to race, color, religion, age, gender, gender expression, sexual orientation, national origin or ancestry, marital status, status as a qualified handicapped or disabled individual, or any other impermissible factor in accordance with applicable laws.