



# FARM WISCONSIN

## DISCOVERY CENTER

### Job Description

## **Bookkeeper (part-time)** Farm Wisconsin Discovery Center

### Position Overview

The ideal candidate will be well organized and comfortable dealing with financial data. This individual will be responsible for overseeing the accounts payable and receivable, processing payroll and conducting other tasks related to finance. They should be excellent at recording data and have an ability to product clear financial reports.

### Responsibilities

- Track expenses, budget, taxes, cash flow, receipts and other financial dealings of company
- Provide regular financial reports (weekly, monthly and yearly)
- Monitor accounts payable and receivable
- Ensure timely processing of payroll

### Qualifications

- Bachelor's degree in accounting or related field
- 3+ years of experience in related field
- Proficient in Microsoft Office suite and QuickBooks
- Strong organizational and analytical skills Detail oriented

This is a part-time position, starting at 12-15 hours per week.

Interested parties should submit by email a current resume with a cover letter, along with contact information for three references to:

Patty Lehn, Executive Director  
920.726.6006  
patty@farmwisconsin.org