



Position Description

Title: Accounting Assistant
Reports to: Director of Finance & Operations
Status: Full Time, Non-Exempt
Hours: 30 hours per week

Position Summary

Join a team that values the diverse talents and ideas of each staff member at Green Bay Botanical Garden. Support the Accounting & Finance functions of Green Bay Botanical Garden to help achieve its mission and vision by operating through its core values alongside department Director, other professional staff and volunteers. The position will assist the Director in the payroll and accounts payable functions, human resources support, and preparation of financial reports.

Core Competencies & Essential Functions

1. Payroll: Process weekly approved employee timesheets and PTO requests for biweekly payroll in ADP. As well as resolving timesheet discrepancies and prepare various payroll reports. Be a staff resource for ADP questions.
2. Accounts Payable: Enter approved invoices into Financial Edge NXT Accounts Payable for weekly processing, scan supporting documents and pay weekly bills online and via paper checks. Reconcile company credit cards.
3. Financial Reporting Support: Assist with preparation of supporting materials needed to complete month-end and annual reporting requirements using Positive Pay software.
4. General Department Support: Petty cash and miscellaneous donation reconciliation. Tracking and maintaining PTO accruals.
5. Human Resources Support: Ensure changes to benefits are processed properly, assist in obtaining new employee onboarding documents and entering the information into ADP.
6. Participate in the required shifts for the Garden's largest fundraising event, WPS Garden of Lights, by being available to work the required number of evening and weekend shifts.

Qualifications, Skills & Physical Requirements

- Associate degree, desirable, or certificate with at least three to five years of proven experience in both payroll and accounts payable. Or an equivalent combination of education and experience.
- Proficient knowledge of Microsoft Office including Teams and/or other database programs a plus.
- Personal qualities of commitment, integrity, confidentiality and sensitivity to the needs of others.
- Experience working within a non-profit environment and/or using community resources is a plus.

- Gardening knowledge a plus.
- Dependable, reliable and a team player.
- While the position is generally a desk job, there are occasions when standing up to 8 hours is necessary and some lifting/hauling of materials up to 25 pounds is required.

Standard Work Perks

Employees at Green Bay Botanical Garden can enjoy the following perks:

- Free daily admission to the Garden and for up to four guests per visit
- Free passes to ticketed events
- Discounts on ticketed events
- 15% discount at the WPS Trellis Gift Shop
- 50% off room rentals for a private event

Apply

[Complete the Employment Application](#) on our website and submit your cover letter and resume to admin@gbbg.org **by November 8, 2024.**

Equal Opportunity Employer

Green Bay Botanical Garden provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Our employees love to perform their work in a team environment that includes our volunteers. We value our connection to the greater northeast Wisconsin Community. We care about and value the diverse talents and ideas each employee brings to Green Bay Botanical Garden.

Our Mission

Green Bay Botanical Garden connects people with plants by providing year-round educational and recreational experiences for everyone in an environment that engages, inspires and refreshes.