

### Bookkeeper / Executive Assistant (part-time)

Old World Foundation, an independent 501(c)(3) non-profit organization founded in 1984, that provides financial support for Old World Wisconsin, seeks an experienced Bookkeeper / Executive Assistant to work 28 hours per week in our Burlington location (partial remote work may be available). Old World Wisconsin (owned and operated by the Wisconsin Historical Society) is a 600-acre outdoor living history museum located in Eagle, WI.

Responsibilities of this position include all bookkeeping duties, such as balancing and maintaining all accounts in QuickBooks, AP, AR, payroll, credit card processing, preparing financial reports to meet all compliance requirements, reconciling all accounts, generating reports, overseeing annual audit, etc.

This position also maintains the office by ordering supplies, answering the telephone, processing mail, maintaining office equipment, communicating and answering questions from supporters/donors and the general public.

Additionally, the person in this position is responsible for maintaining the donor database (Donor Perfect) by entering information, creating reports, processing event reservations, assisting with preparing for and executing special events and fundraisers.

The person in this position is expected to perform other duties as assigned to assist in the fulfillment of the mission of Old World Foundation which is to fund projects and programs at Old World Wisconsin.

#### Experience / Skills Include:

- ♦ Must have excellent communication, interpersonal, and organizational skills
- ♦ Must be self-motivated, extremely detail-oriented, and accurate with numbers
- ♦ Must possess the ability to multi-task with changing priorities
- ♦ Must be able to work independently, as well as part of a team
- ♦ Must have at least 2 years of relevant bookkeeping and administrative support experience
- ♦ Must have a strong working knowledge of QuickBooks (either desktop or online), Microsoft Excel, Word, and Outlook
- ♦ Experience with Donor Perfect or another donor management system preferred
- ♦ Experience with non-profit accounting methods and reporting preferred
- ♦ Experience with Publisher, Constant Contact, social media a plus
- ♦ Must be willing to embrace new systems and technologies, and learn new processes as needed.
- ♦ High School Diploma or GED required; Bachelor's Degree preferred

The majority of the work takes place in an office setting with occasional travel to Old World Wisconsin or elsewhere for special events or meetings. Reasonable accommodations may be made to enable individuals with challenges to perform the essential functions. Office equipment such as a computer, printer/copier, telephone, and postage machine are used daily.

This position is part-time, generally 28 hours per week, Monday through Friday between the hours of 8:00 a.m.-5:00 p.m., with an occasional weekend day and/or evening required. The hours worked are

flexible and may include a partial remote option. Vacation pay, Simple IRA with company match is also offered. Wage will be based on experience.

Please submit your resume and cover letter, no later than January 28, 2022 to:  
Gwen Griffin, Executive Director  
Old World Foundation  
P.O. Box 347  
Elkhorn, WI 53121

*Old World Foundation is an Equal Opportunity Employer*