

# Monk Botanical Gardens



## Administrative Assistant Position Job Description

**Our mission:** The Monk Botanical Gardens is seeking to be a premier botanical garden, providing opportunities to experience plants and understand their significance.

**Summary of Job Description:** Under the direction of the Executive Director, this position is responsible for providing day to day general administrative support as needed. Desired individual will have experience in QuickBooks Online, Google Drive and associated apps, Microsoft Office, website updating, social media posting, Mailchimp, and have an outgoing and friendly personality, demonstrated professionalism and tact in communicating internally and externally, and acute attention to detail.

**Status:** Non-exempt position, 20 hours a week

**Salary:** \$15-18 per hour

### Duties and Responsibilities:

1. **Administrative Support** This position is responsible for providing general administrative support as needed, including but not limited to:
  - Purchase office supplies.
  - Prepare for Board of Directors meetings by printing agendas, minutes, and other documents.
  - Maintain organizational files and documents.
  - Coordinate benefits for staff.
  - Serve as first point of contact for the organization.
  - Manage donor database.
  - Manage, repair and maintenance of office equipment, including computers, phones and printers.
  - Perform general administrative support.
  
2. **Bookkeeping**
  - Prepare & submit 1099 forms.
  - Gather info for preparation of 990 and 308 forms.
  - Prepare payroll ( & related) checks.
  - Initiate payroll tax deposits.
    - a. IRS Form 941
    - b. WI WT-7
    - c. W-2s
    - d. WI Unemployment UC-101
  - Provide information for workers compensation audit.

- Prepare and make bank deposits.
- Record receipts in QuickBooks Online.
- Enter credit card charges in QuickBooks Online.
- Enter bills in QuickBooks Online.
- Prepare checks for bill and credit card payment.
- Record journal entries in QuickBooks Online.
- Record Paypal activity in QuickBooks Online.
- Provide historical info to committee chairs.
- Enter approved budget into QuickBooks Online.
- Provide information to board and ED as needed.
- Track deferred revenue.
- Gather info for annual financial statements.

### **3. Special Events**

- Coordinate MBG tabling at community events and expos.
- Assist with scheduling of programs and rentals.
- Assist with coordination of event/program logistics.

### **4. Communications**

- Assist with print and electronic newsletters.
- Coordinate website updates.
- Assist with social media postings.
- Assist with donor communications, including appeal and thank you letters.
- Coordinate bulk mailings.
- Maintain organizational archives.

### **5. Take on additional tasks as directed by the Executive Director**

#### **Qualifications:**

- Minimum two years related experience; nonprofit experience a plus.
- Proficiency with spreadsheets, databases, and word processing.
- Proficiency in QuickBooks Online a must.
- Excellent verbal and written communication skills.
- Strong interpersonal skills.
- Ability to multi-task and prioritize in a dynamic work environment.
- Strong attention to detail and ability to work as a team member with minimal supervision.
- Solid written and oral communication skills and excellent phone manner.
- Ability to develop effective work plans, organize details, set priorities, and meet deadlines.
- Ability to operate and troubleshoot standard office equipment.
- Interest in and commitment to MBG's mission.

To apply please send a resume, cover letter and contact information for three references via email by December 31st to Darcie Howard at: [dhoward@monkgardens.org](mailto:dhoward@monkgardens.org). [www.monkgardens.org](http://www.monkgardens.org) ,715-261-6264