



McFADDEN NATURE CENTER, Donalsonville, GA

JOB TITLE: Bookkeeper / HR coordinator

Reports to: Executive Director

Works with: Executive Director and the Chairman of the McFadden Foundation Board of Directors.

Employment Status: Full Time (40 hours/week)

*This job is **on site** in Donalsonville, GA.*

Please email resume and cover letter to Schelly@mcfaddennature.org

Accepting applications until Jan. 17th, 2024

Organization Overview

In 1999, Pat McFadden established the Lokchasassa Wilderness Project, a 1,260-acre Seminole County Garden of Eden to protect the native plants and wildlife. This Project was renamed after his death in 2008 and is now known as the McFadden Nature Center. The property now will be protected for perpetuity. The nature center is tentatively planned to be open by the middle of 2026. www.mcfaddennaturecenter.com

Mission

To share and care for the land, air, water, and animals entrusted to us through meaningful environmental education, balanced conservation, and preservation, for the benefit of our community now and future generations.

Vision

Our vision is to share a responsibility to conserve and preserve our natural places and enhance appreciation and love for the land, water, and air that we share; to spark curiosity and joyfully share the quiet peace that comes from time and close attention to nature and our own human spirit; to link actions to hearts; to be a place to grow...for nature, for people, for community, for ideas, and for hope.

Values

- **Stewardship** – Pass it on. Considering what comes next in conservation and preservation, that envisions a sustainable future for generations to come.
- **Educate** – To cultivate curiosity and create opportunities for study, observation, research, awareness, and lifelong learning.
- **Tranquility** – Encouraging quietness, peace, and harmony for enjoyment and health.
- **Respect** – For the bigger picture that includes but is not limited to, land, water, air, farming, plants, animals, birds, reptiles, insects, and artifacts.
- **Community** - Sharing responsibility through connections and partnerships for our watershed and land, whether it's in our backyards or farmlands, prairies, or forests.
- **Passion** – Excellence and enthusiasm in all we do, to the best of our ability. Asking ourselves - what is the next best thing?

Ver_ 12.10.2024

Occupational Summary – We are seeking a skilled professional bookkeeping/ HR coordinator to join the growing McFadden Nature Center team. This dynamic role will manage essential HR functions and financial operations such as recording transactions, maintaining internal coding systems, processing payroll, and overseeing new employee onboarding and orientation.

We are looking for a team-oriented professional with non-profit experience with strong attention to detail and a commitment to supporting our mission. High level of knowledge and expertise with **Quick Books Online** is required. This position will be an important part of our fundraising efforts and overall organizational success.

Our small team is made up of hardworking individuals who enjoy working to add value to our community. Join us and be part of a team that is creating change in our little corner of the world. If our values mirror your values, we might be a great fit for your career path.

Primary Duties and Responsibilities

Financial:

1. Process vendor and contractor payments in a timely manner.
2. Strong Knowledge of Quick Books Online and a willingness to expand your knowledge where and when needed.
3. A general understanding of accounting principles, such as accruals and revenue recognition.
4. Verify, allocate, and record financial transactions while ensuring legal compliance.
5. Maintain the non-profit chart of accounts. Partner with our financial consultants and Board of Directors to define and follow bookkeeping policies and procedures.
6. Prepare financial statements, including ledgers, income statements, and balance sheets.
7. Administer payroll, including data entry, tax calculations, and updating payroll records for exemptions, insurance, and deductions.
8. Calculate payroll liabilities, including federal and taxes, social security, unemployment, and workers compensation payments.
9. Resolve payroll discrepancies and maintain confidentiality in payroll operations while following policies and procedures.
10. Assist with creating budgets, forecasts, and quarterly financial reports, including reports for the Executive Director and Board of Directors meetings.
11. Collect, analyze, and summarize data for tax forms according to local and federal mandates, working with our larger external accounting firm to provide information for them to complete the required 990 each year.
12. Supports external financial audits by an outside third party each year.
13. Partners with our Development Director to maintain proper record keeping of donor pledges and financial contributions for the capital campaign.
14. A willingness to learn about receiving and managing donations of stocks, bonds, land, in-kind items (tangible and intangible) and crypto currency.
15. Monitor and update the Board of Directors about our liability insurance coverage and other insurance needs as the organization grows.

Human Resources:

16. Coordinate employee benefits. Interface with our health Insurance agent and communicate with employees about coverage, rates, and enrollment dates.
17. Completes new hire onboarding (background checks, employment verification), and employee orientation.
18. Maintain the content of the employee handbook and training materials.
19. Document required employee training(s).
20. Knowledgeable of Georgia, Alabama, and Florida state employment laws and rules.

Knowledge, Skills, and Abilities Required

- Strong attention to detail and accuracy, capable of spotting and resolving discrepancies.
- Passionate about communicating and embodying the McFadden Nature Center mission.
- Excellent computer skills, knowledge of QuickBooks online, (nonprofit preferred) Office products, Zoom software, Google platform, and donor database software.
- Familiarity with spreadsheets, formulas, and data analysis tools.
- Strong time management skills, ability to manage multiple projects simultaneously, and able to meet deadlines.
- A self-starter able to work independently as well as being a team member.
- Ability to communicate with stakeholders including community members, fellow team members, and leadership to respond promptly and clearly through emails, phone calls, and texts.

Educational/Experience Requirements

- A bachelor's degree in accounting or business administration is required. **OR**
- Associate's degree in accounting or business administration and three to five years of progressively responsible experience in non-profit financial systems.

Preferred Characteristics

- Adaptability and willingness to grow with a dynamic and rapidly changing organization.
- Patience working with a small team as we all stretch to get the work done.
- Candidate should be a problem solver, be flexible, adaptable, and have strong organizational skills.
- Teachable and willing to learn new ways of doing things, but also willing to share knowledge with the team.
- Honesty and loyalty to a team seeks to create an organization and educational experience for our community and region for the long term.
- Follow through, able to see a task through to its completion.
- Optimistic and enthusiastic dedication to the McFadden project and its future.
- Willingness to assist with community events and tasks beyond core responsibilities.

Time Commitments:

- Full-time, Monday through Friday, 9:00 a.m. – 5:00 p.m., with occasional evenings and weekends (8-10 annually).
- Flexibility to adjust hours as needed to meet job demands.
- We hold a strong commitment to work-life balance and a genuine respect for a work ethic.

Physical Demands:

- Able to lift, bend, stoop, kneel, and move
- Able to climb ramps or stairs, reach above and below shoulder level
- Able to lift 25 pounds
- Able to sit and use a computer (keyboarding), have visual acuity using computer screens, answer phones, and use a copier

Benefits:

- Earned Paid Time Off
- Paid Holidays:
 - New Year's Day
 - Thanksgiving
 - Independence Day (July 4th)
 - Christmas eve – Half Day,
 - Christmas Day
- Medical Insurance
- Accidental Death Insurance
- Paid professional development, skills training, or tuition reimbursement as approved by the Executive Director

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Salary

- Salary Range: \$42,000 to \$48,000 annually
- Salary dependent on experience

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