

ADMINISTRATIVE COORDINATOR of Rotary Botanical Gardens

Job Posting

Purpose: Serves as the coordinator for financial records; maintains oversight for the Cottage Garden Gallery gift shop; provides general support for daily office functions

Rotary Botanical Gardens is a 20-acre non-profit botanic garden, home to many dramatic and themed gardens. On-site is also a visitor center, gift shop and a beautiful facility that is utilized for wedding receptions, reunions, meetings and educational events.

Duties and Responsibilities:

General Duties

- Assist in maintaining all financial records
- Responsible for mailings, office supplies and office equipment
- Assists with administrative tracking for the education and brick programs
- Maintains human resource records
- All other duties as assigned by the Executive Director

Accounting

- Prepares cash bags for gift shop, admissions, bar and special events
- Assists in coding of accounts receivable and accounts payable
- Prepares bank deposits on a timely basis
- Maintains daily or as-needed communication with accounting firm
- Assists in maintaining accounting files for accounting firm

Gift Shop

- Assists volunteers with new merchandise received and artisan tracking
- Assists with inventory of non-artisan items
- Works with gift shop volunteers to answer questions and address issues
- Staff the Gift Shop when needed including checkout, admissions and assisting visitors
- Staff the Gift Shop Committee

Qualifications:

- Bachelor's degree or equivalent experience
- Strong skills in cash handling
- Extensive working knowledge of Microsoft Word and Excel
- Exceptional communications and interpersonal skills
- Team player who is willing to assist with other duties as needed

Part-time (approx. 24 hours/week) hourly-paid position, however hours may vary dependent upon the season. Weekend hours and a flexible schedule is required.

Compensation is commensurate with experience.

Submit a cover letter and resume showing your related experience at the Rotary Botanical Gardens Visitors' Center from 8:30 am – 4:30 pm, Monday-Friday, or by email to director@rotarygardens.org.

Interested candidates should apply by November 4.

Rotary Botanical Gardens, 1455 Palmer Dr., Janesville, WI 53545
Questions about the position should be sent to: director@rotarygardens.org

Learn more about Rotary Botanical Gardens at www.rotarybotanicalgardens.org