



JOB TITLE: Office Administrator & Bookkeeper LOCATION: Administration

REPORTS TO: Director of Finance & Administration

Status: Full-time, Exempt

GENERAL SUMMARY

The Office Administrator & Bookkeeper is responsible for managing the day-to-day financial operations and administrative functions of the Conservancy. This includes accounts payable, accounts receivable, payroll processing, bank reconciliations, revenue processing, and general office administration. This is envisioned as a 30 hour-per-week position, with additional hours at various times of the year.

ESSENTIAL DUTIES AND TASKS

Financial Operations

- Processes accounts payable, including invoice entry, check preparation, ACH payments, and employee credit cards, and ensures timely payment of all obligations and compliance with organizational policy.
- Processes biweekly payroll, including timecard review, journal entry preparation, and cost center allocation.
- Processes revenue and accounts receivable, including pledges, campaign, general donations and miscellaneous receipts.
- Maintains and reconciles restricted and designated funds. Ensures funds are being spent in accordance with donor or board restrictions.
- Tracks project costs for approved park projects. Coordinates with Louisville Parks and Recreation on joint projects and their funding
- Reconciles all bank accounts and investment accounts monthly.
- Assists with month-end closing activities.
- Maintains fixed asset records and depreciation schedules.

Human Resources Administration

- Processes new hire paperwork and set-up in payroll system.
- Maintains personnel files.
- Assists with employee benefits administration and enrollment.
- Serves as point of contact for employee human resource matters.

Administrative Support

- Serves as liaison for 3rd party IT administrator.
- Manages software licenses and subscriptions.
- Provides general administrative support to staff as needed.

WORKING CONDITIONS

This work is performed in a business office setting at the Conservancy office.

EFFORT

Must be able to see, hear and speak. Work requires sitting for long periods of time and working at a computer screen. Interaction with coworkers, board members, donors and volunteers. Work can be fast-paced with competing deadlines, particularly during month-end close. Any lifting requirements could be accommodated.

MACHINES, TOOLS, EQUIPMENT

Computer, printer, copy machine, telephone, vehicle.

MINIMUM QUALIFICATIONS

- Associate or bachelor's degree in accounting, Business Administration, or related field, or equivalent experience.
- Must have at least two years of accounting and/or bookkeeping experience.
- Proficiency with accounting software; experience with Blackbaud Financial Edge NXT preferred.
- Must be able to use business software packages including applications within Microsoft Office.
- Strong attention to detail and accuracy.
- Ability to manage multiple tasks and meet deadlines.
- The employee must be able to maintain complete confidentiality of any information he/she/they encounters.

A combination of education, training and experience may be substituted when competency in the role is demonstrated. Successful performance on pre-employment test may be required.

Reasonable job accommodations may be made to those who are able to perform the essential duties of the job.

SPECIALIZED SKILLS AND KNOWLEDGE

Olmsted Parks Conservancy has a big mission and a small staff. The Office Administrator & Bookkeeper must be capable of working independently, yet in a team environment. Strong interpersonal skills are essential. Daily interaction with co-workers, board members and donors.

SALARY: Salary is commensurate with education and experience.

BENEFITS: Paid vacation (2 weeks per year), 12 paid holidays, paid time off 1 day per month. 100% Individual Health Insurance; 6 weeks paid parental leave; 401K match.

Olmsted Parks Conservancy, Inc. is an equal opportunity employer that values diversity in its workplace. OPC reserves the right to revise and alter this job description as needed.

TO APPLY:

Send resume and cover letter to: careers@olmstedparks.org by February 15, 2026