



*A vibrant historic estate for recreation and education.*

**Position: Bookkeeper & Office Manager**

Reports to: Executive Director

Full time salaried position, range \$52-55K based on relevant experience

Responsible for Woodlawn office management including; support for purchasing, invoicing, payroll, bookkeeping, income processing and tracking, budget and financial reporting, and communication and correspondence for the organization.

**Responsibilities:**

- Quickbook financial management for all income streams – earned revenue, donations, investment income – reconcile banking and income ledger.
- Coordinate invoices, payments, receipting, and support outside contracts.
- Work with accountant for year-end reporting.
- General office management; support communication with the public, staff, and board by phone, email and other correspondence.
- Execute organizational systems in support of administrative tasks, tracking of donors and donations, event registrations, ordering supplies, gift shop inventory, mailings and filing.
- Support the Executive Director relative to organizational duties and board meetings through coordination of the organizational calendar, distribution of agenda and materials, archiving of records, and preparation for meetings.
- Other duties as assigned.

**Qualifications:**

- Experience with QB and office management.
- Strong written and verbal communication skills.
- Proven ability to maintain high levels of confidentiality.
- Proficiency in general office technology.
- Willingness to learn donor management system and other software.
- Ability to work independently and within a small team.
- Organized with excellent time management skills.
- Able to occasionally work a flexible schedule that may include weekends and holidays.

**About Woodlawn**

Woodlawn is a 180-acre historic estate including a historic house museum, trails, fields and woods with a new event space. Under the governance of the Hancock County Trustees of Public Reservations, Woodlawn offers recreation and education through a range of outreach programs.

A Property of the  
HANCOCK COUNTY TRUSTEES OF PUBLIC RESERVATIONS  
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