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February 2, 2010

## **Georgia ForestWatch is looking for an Office Manager/Bookkeeper!**

We are a 501 (C) 3, non-profit conservation organization working for the last 24 years to preserve and protect the Chattahoochee-Oconee National Forests in Georgia. Our office is located in Ellijay GA.

This is a full time, 40 hr/week position, starting pay is 22K, annually.

### **Georgia ForestWatch Office Manager/Bookkeeper Job Description**

#### **Job duties include:**

- Maintain GFW bookkeeping records using QuickBooks  
Accounts Payable & Receivable  
Payroll and benefits and/or bonuses  
Assist with tax compliance (forms 941, 990, W-2s, etc.)
- Maintain membership database (Donor Perfect)
- Direct membership renewals
- Manage bi-annual fundraising mailings and special event solicitations
- Oversee volunteer activities
- Manage office records, supplies & equipment
- Mail quarterly "Forest News" newsletter to targeted audiences
- Facilitate clean, orderly office environment
- Manage GFW office recycling program
- Manage interoffice communications
  - Telephone system, voicemail messages
  - Faxing
  - Incoming & outgoing mail

- Assist in mailing grant proposals
- Assist staff when needed
- Act as Georgia ForestWatch's "first voice", taking and directing incoming calls
- Assist board of directors and staff with annual and new events planning

This is an exciting and fulfilling position for the right person with skills for managing an office environment, data entry and facility for multi-tasking and working well with many kinds of people. Concern for the environment and our public forests is a must.

The Ellijay area is a small rural town in the mountains of north Georgia about an hour and a half north of downtown Atlanta. Many opportunities exist nearby for an outdoor recreational lifestyle including fishing, hiking, camping, hunting, mountain biking etc.

The ideal candidate would be proficient in Word, Excel, QuickBooks and able to learn our new membership database swiftly.

If you are interested and have the qualifications contact:

**Wayne Jenkins**  
**Executive Director**  
**Georgia ForestWatch**  
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Only serious inquiries please.