

The logo for Greenacres features the word "GREENACRES" in a dark green, serif font. A light green, stylized graphic element, resembling a leaf or a swoosh, is positioned behind the text, curving around it.

GREENACRES

Greenacres Foundation is a non-profit, private operating foundation established in 1988 by Louis and Louise Nippert with the intent to preserve the land for the education and enjoyment of future generations. The Foundation is currently seeking a part time bookkeeper with one to two years of accounting experience.

Applicants should have a college degree, and should be proficient in Quickbooks, Excel and Word. The position will include: A/P, A/R, payroll, credit card reconciliations, journal entries and spreadsheet data entry. There is also a need for clerical skills including merging data into Word documents.

We are looking for someone who is self-directed, able to multi task and has strong organizational skills. The position requires a team player who is flexible about helping in different areas as needed.

If you are interested in applying for this position, please send your resume to Sally Harding Schott: sschott@green-acres.org. Use "Bookkeeper" in the subject line of your email.