

# Bookkeeper and Research Assistant

## Downtown Fond du Lac Partnership

### Overall Responsibility:

This position is responsible for the implementation and maintenance of the programs outlined by the Board of Directors for the Downtown Fond du Lac Partnership. For all programs, it is essential that all expenses are kept in line with the annual operating budget.

### Qualities:

Personable, organized and responsible self-starter. The ideal candidate will have a strong attention to detail and a positive, 'can-do' attitude.

### Proficiencies:

Experience in the use of all Microsoft Office products, QuickBooks and website management.

### Detailed Duties:

#### **Administrative**

- Follow practices as noted in Financial Procedures document
- Prepare checks as indicated by Executive Director
- Prepare payroll and payroll tax payments & forms thru Quickbooks software program
- Monitor banking transactions and monthly reconciliation of accounts
- Prepare Financial reports for monthly board meetings
- Assist in preparation of monthly Executive and Board meetings
- Ensure local, state and federal fees/registrations are up to date
- Maintenance of master database
- Administrative and mass mailing tasks
- Assist Communication and Special Events Director as needed
- Attend networking events on a periodic basis

#### **Business Assistance**

- Regular contact with business and property owners to serve as a liaison for business issues
- Keep a current database of all available properties for sale and for lease in the downtown district.
- Keep the vacant property listings current on [www.downtownfdl.com](http://www.downtownfdl.com)
- Keep vacancy listings current on website
- Maintain up to date information on DFP website.

### **Streetscape Initiatives**

- Coordination of Adopt a Planter and Adopt a Park. Introductory letters and mailing, coordination of volunteers. Regular monitoring of program.
- Additional programs as defined by the Design Committee

### **Physical Requirements:**

The Bookkeeper and Research Assistant of the Downtown Fond du Lac Partnership must meet the following physical requirements: lift to 50 pounds, stand, sit, walk, for various amounts of time, and must have valid driver's license to operate a motor vehicle.

### **Accountability:**

Reports directly to the Executive Director of the Downtown Fond du Lac Partnership and works in concert with the Board of Directors for the Downtown Fond du Lac Partnership.

### **To Apply:**

Email resume with a letter outlining why you believe you are the right candidate for this position. Send to Amy Hansen, Executive Director [amy@downtownfdl.com](mailto:amy@downtownfdl.com). All inquiries will remain confidential.

This position is part time, 15-20 hours weekly with a flexible schedule. Position is available immediately.

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