

Data Entry Clerk

Girl Scouts is seeking an accurate and detailed focused accounting data entry professional that is comfortable with technology. Share your talents with the world's largest leadership organization and a make difference in a Girl's life!

LEARN MORE AND APPLY TODAY!

www.gsbadgerland.org

APPLICATION PROCEDURE

Email cover letter and resume to Kathy, Chief Talent Officer, at HR@gsbadgerland.org

Organization Overview

Vision

To be the premier leadership organization for girls in the USA.

Mission Statement

Girl Scouts builds girls of courage, confidence, and character who make the world a better place.

Overview

Girl Scouts of Wisconsin – Badgerland Council provides programming, training, and support to more than 8,000 Girl Scout members in 23 counties in southwest Wisconsin and parts of Minnesota and Iowa. Badgerland is among 111 Girl Scout councils nationwide and is the nation's largest, and most impactful, organization dedicated to lifting girls.

Badgerland Council includes volunteers, adult and girl members, and paid, professional staff *working together*. This includes recruitment efforts, troop leader and family engagement training and support, Girl Scout programming and activities, and the iconic Cookie Program: the largest girl-led business in the world!

Organizational Strategic Focus

- Build an organization that reaches its goals and grows a membership that fully reflects our population.
- Increase new members (volunteers, girls, donors) with a focus on K-3, 5-6, and 8-9 grade levels and foster partnerships that support our growth.
- Grow retention across all segments with high quality leader support and sought-after programming experiences for girls.
- Demonstrate brand promise as the relevant, powerful, amazing organization that lifts girls and women for a lifetime of success.
- Delight our customers understanding that they include troop co-leaders, girls, parents, donors, volunteers, partners and staff.
- Thoughtfully create systems and utilize accountability measures that ensure commitment to our strategic focus and long-term viability.

Individual Core Competencies

- Innovative Solution Seeker: Creatively and critically explore opportunities and challenges with an eye to solutions and forward-moving actions.
- Emotionally Intelligent: Personal awareness, self-control, and appropriate emotional expression; ability to build and steward interpersonal relationships judiciously and empathetically.
- Gumption & Drive: Through initiative and resourcefulness, set and reach ambitious goals; results-driven and self-motivated.
- Collaborative & Open to Learn: Work effectively in teams and inter-departmentally to move the mission forward; respond positively to constructive feedback and seek learning and growing opportunities.
- Diversity & Equity Advocate: Passionate about creating and supporting diverse, equitable, and inclusive spaces in the Girl Scout community. Strong intercultural communication skills; value diverse thoughts and perspectives and the positive outcomes when all voices are heard.

Job Title: Data Entry Clerk
Department: Finance & Administration
Classification: Part-time - Nonexempt
Reports To: Chief Financial Officer

Position Summary

The Data Entry Clerk is a part-time position responsible for assisting the Chief Financial Officer in the management of Badgerland Council's financial operations. The primary focus of the Data Entry Clerk is to process transactions that support council's accounts payable function, collections/cash receipts, assisting with the month-end close process, and other related accounting functions.

The focus of this job is managing Badgerland Council financial data efficiently, with confidence and competence to help ensure the integrity of council's fiscal operations. The Data Entry Clerk will need to have exceptional organizational skills, be self-motivated, have an above average attention to detail, and enjoy working in a fast-paced environment to ensure deadlines are met. S/he will also need an understanding of both Badgerland Council's and GSUSA's financial policies, including net asset classifications and donor restrictions, and be able to educate and collaborate with others throughout the organization to ensure accounting data is accurately recorded in the financial statements.

Essential Accounting Responsibilities

Accounts Payable

- Enter vendor invoices ensuring proper account coding
- Reconcile credit card statements for payment
- Prepare payments/disbursements
- Prepare 1099's
- Vendor maintenance

Other accounting responsibilities

- Record deposits/process cash receipts
- Participate in month-end process
- Assist with the recording and tracking of Badgerland's restricted assets to ensure compliance with donor intent
- File sales/use tax returns on a timely basis
- Actively participate in year-end audit
- Be or become a registered member of the Girls Scouts of the United States of America; have a working knowledge of Girl Scout philosophy and programming, and be committed to the Girl Scout mission. *Prior Girl Scout experience not required.*
- Perform other related duties as requested.

Education and Experience

- High school diploma or equivalent
- 1 - 3 years' office experience
- Accounting experience, especially in the non-profit sector, preferred
- Working knowledge of finance, budgeting, grant administration, donor compliance, and GAAP preferred.
- Excellent, and accurate, computer skills including proficiency with Microsoft Office Suite required and database experience with Abila, Salesforce, Hybris, and NetSuite strongly preferred

Anticipated Time Away from Office

- Position is part-time with an estimated 15-20 hours per week.
- Travels throughout jurisdiction <10% of working time.

Key Department Partners: Leadership, Membership, Experience, Fund Development, Customer Care, Human Resources

Other Duties

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.