

2024 PART TIME BOOKKEEPER POSITION

Overview

10 -15 hours per week in the OWPA offices in Geneva to handle general bookkeeping duties, biweekly payroll processing, post quarterly payroll tax payments with the state and the federal governments. Work with the Association CPA to file the annual 990 not for profit forms. Prepare reports for board meetings. Assist in the creation of an annual budget.

Special Events

- **Be available for additional hours in late July through mid-August for the Vintage Ohio event**
- **Keep updated and accurate files for all additional festivals and projects**
- **Assist in membership management, dues collections and fulfillment of benefits for wineries, growers, and suppliers.**

Requirements

- **Be proficient in QuickBooks, Excell, Word plus e mail and text messaging**
- **Good written communication skills a plus**

Salary: hourly commensurate with abilities and experience

Additional information: Hours must be consistent but can be flexible for 3 days, in a Monday through Friday, 8:30 til 4:30 time frame at the 1 South Broadway location in Geneva.

General Office Duties

- ☐ **Answer phones when necessary and route messages to appropriate personnel.**
- ☐ **Assist in preparing financial materials for various meetings and activities**
- ☐ **Keep work area organized and orderly.**
- ☐ **Attend regularly scheduled office meetings.**
- ☐ **Lift one case of wine (up to 30 pounds).**
- ☐ **Travel to necessary trade shows when available.**
- ☐ **Perform other duties as requested by the Executive Director**