



## Data Entry Clerk Job Description

January 5, 2024

The Pinelands Preservation Alliance (PPA), headquartered in Southampton, NJ, seeks a part-time Data Entry Clerk to input and update data in our database and QuickBooks.

PPA is a 501(c)(3) organization devoted to preserving the natural and historic resources of the NJ Pinelands, a mission we have been pursuing for 30 years. In addition to the usual functions of a nonprofit organization, the Alliance has two initiatives. Pinelands Adventures, a canoe/kayak rental and livery and guided tours program aimed at fostering public understanding and devotion to the Pinelands. Rancocas Creek Farm is a sustainable organic farm connected to our mission to protect the Pinelands.

Pinelands Preservation Alliance, Pinelands Adventures and Rancocas Creek Farm are dedicated to furthering justice, equity, diversity and inclusion in their staff and their work. We want everyone to enjoy the benefits the Pinelands provides through low-impact nature recreation, clean air and water, and its unique scenic beauty.

The Data Entry Clerk is a part-time position approximately 20 hours per week, compensated on an hourly basis. The hourly rate range is \$19 - \$21. The Data Entry Clerk reports to the Bookkeeper, who reports to the Director of Operations.

The Data Entry Clerk performs data entry duties for Pinelands Preservation Alliance (PPA), Pinelands Adventures LLC and Rancocas Creek Farm. The data entry function generally includes entering accounts payable and accounts receivable, tracking and entering credit card charges, entering retail sales, and assisting the bookkeeper with other accounting bookkeeping projects.

Specific responsibilities include but are not limited to:

- Record payable bills in QuickBooks, including online recurring payables and download and enter credit card transactions.
- Update and maintain vendor information and w-9's.
- Download donation statements and income transactions from various online portals. Sort and enter in QuickBooks.
- Download retail sales transactions, sort and enter in QuickBooks.
- Maintain accounting files, consistent with PPA's document retention policies and administrative needs.
- Download monthly bank account and credit card statements.
- Prep deposits.
- Assist with close of month and other financial projects like the annual budget and audit.
- Participate in PPA staff meetings and other team functions.

- Present a positive image of PPA and accurate information to PPA's supporters and other members of the public with whom the Data Entry Clerk may from time to time interact.
- Other duties as assigned by the Bookkeeper and Director of Operations.
  - Track banking supplies
  - Update spreadsheets as needed
  - Process and mail purchased gift cards

Qualifications:

- Entry level position, experience preferred.
- Knowledge of QuickBooks and Excel preferred.
- Excellent communication skills, organizational skills, time management skills, accuracy and attention to detail.
- Flexible and reliable.
- Ensure confidentiality and security of information.

Interested candidates should send an email with resume to Audra Hardoon, Director of Operations, at [audra@pinelandsalliance.org](mailto:audra@pinelandsalliance.org) by January 19<sup>th</sup>.