



White Oak conserves and sustains some of the earth's rarest species through sustainable conservation breeding, education, and responsible land stewardship. The conservation programs

span 700 acres along the St. Marys River in northeast Florida, surrounded by 17,000 acres of mixed forest and wetlands that make up the beautiful White Oak property. White Oak serves as a premier hub offering adults and students the opportunity to experience wildlife conservation first-hand through professional training programs and immersive conservation experiences.

White Oak Mission:

Save endangered wildlife and habitats through sustainable conservation breeding, education, and responsible land stewardship. View White Oak Website: www.whiteoakwildlife.org

Position Purpose

We are seeking one (1) bookkeeper/payroll and one (1) accounts payable clerk.

Bookkeeper/Payroll Clerk Primary Responsibilities:

Payroll

- Verifying and Processing payroll
- Create & maintain employee payroll profiles, personnel files
- Input timesheet corrections
- Create different/new classifications
- Input employee payroll changes such as pay, status changes and benefit information
- Set up employee deductions (i.e. 401K, Supplemental benefits, etc.)
- Annual wage determination updates
- Reconcile employee leave balances
- Employment verifications
- Resolving employee payroll discrepancies

Bookkeeper

- Balance Sheet Reconciliations, Journal Entries, Cash Reconciliations
- Sales Tax Reporting
- AR/Remote Deposit
- Revenue/Sales Reporting
- Backup Purchasing and Accounts Payable
- Other duties as assigned

Accounts Payable Clerk Primary Responsibilities

- Enter and code invoices, check selection, check runs, mail
- Vendor Requests and Communications (credit apps, W-9, ACH, etc.)
- Fixed Asset Tracking
- Maintain Clean Open AP and PO Reports
- Master Schedule for Due Dates for White Oak
- Permits & Licensing
- Other duties as assigned

Requirements/Qualifications

Detail-oriented, must have an eagle eye
Problem solver (thinking outside the box)

Organized
Excellent verbal and written communication
Time management
Familiar with HRIS system
Experience with ADP a plus
Quick learner

Why White Oak?

Opportunity to work in a beautiful, one-of-a-kind place with access to White Oak amenities
Medical (three plans to meet your needs), Dental, Vision
Competitive Salary
100% company-paid Life, AD&D, STD, LTD
401(k) retirement plan with a company matching contribution and no vesting schedule
17 PTO days your first year of employment
9 paid holidays
Employee Discount
Potential for Annual Bonus (based on performance)

To Apply:

Please submit as an email attachment in **ONE** document: cover letter, resume/CV and three professional reference's contact information to careers@white-oak.org or apply through Indeed.com with the subject line Administration with the file name: YOURLASTNAME_admin_2021. Only electronic submissions as a .doc, .docx, or .pdf formats will be considered. Applicants will be considered until the appropriate candidate has been identified.

White Oak Conservation is committed to creating an environment where diverse perspectives are welcome, and to nurturing a culture where everyone feels valued and appreciated. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity/expression, citizenship, pregnancy or maternity, veteran status, or any other status protected by applicable national, federal, state, or local law.