



Good Oak Ecological Services  
4606 Pflaum Rd., Suite A  
Madison WI 53718  
(608) 209-0607  
[www.goodoak.com](http://www.goodoak.com)

## JOB ANNOUNCEMENT: Business Administrator, Part Time

**Description:** We are seeking qualified individuals with experience in office management to join our team; ensuring efficient operations in a small office environment. We're looking for someone who can take initiative and innovate new approaches to help organize our office duties and best support the rest of the team to help increase our "time in the field". Basic duties will include bookkeeping, budgeting, planning, office administration, purchasing & inventory management, and communicating with clients and suppliers. The best candidates will find other productive ways to streamline our operations and help grow our business. **For a qualified candidate this position can grow into a full time business manager role.**

**Necessary Qualifications. Applicants must meet all of the following requirements to be considered for this position:**

- At least 18 years of age with a valid driver's license and high school diploma or GED.
- College degree or multi-year experience in office work, preferably in a leadership role.
- Be reliable, have strong organizational, problem solving and people skills and the ability to work independently.
- Excellent written and verbal communication skills.
- Experience with Apple computers and spreadsheets, word processing and accounting software.
- Dedication to an environmentally sound way of living and working.

**Additional Desirable Skills & Experience:**

- Experience with bookkeeping including accurate recording and tracking of accounts payable, accounts receivable, reconciliations, sales tax reporting and payments.
- Experience with budgeting, business tax and accounting or personnel management.
- Degree in accounting, business management or related field.
- Experience with database management, social media, website administration and/or graphic design.
- Experience with online retail, inventory management, processing sales and placing orders.
- Knowledge of landscaping, ecology, or native or wild plants.

**Compensation:** \$14-18/hour depending on qualifications. This is a part-time, year-round hourly position, working roughly 20 hours per week. Schedule is negotiable. Paid sick days are provided. Healthcare benefits will be offered as of January 2018. There is also a \$4 daily sustainable commuting stipend rewarded to those who travel to the office by human power (bicycle, walking, etc) or using public transit.

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**About Good Oak Ecological Services:** Good Oak is a small but growing company specializing in natural areas restoration and ecologically-minded landscaping. We are based in Madison, WI and work throughout southern Wisconsin. Our mission is to restore natural areas and reintroduce native plants to our human landscape for the benefit of wildlife and the future of humanity". Through our work we hope to create healthier, more natural environments to reestablish ecosystem services and to prevent the loss of our wild plants and animals. We have been strongly influenced by Aldo Leopold and his "Land Ethic". We strive to live up to his ideals and work for positive change. Good Oak Ecological Services is committed to supporting our community and providing a living wage for its employees and partners.

For more information about Good Oak Ecological Services, visit: [www.goodoak.com](http://www.goodoak.com)

**To Apply:** Applications are due October 27th, 2017. Please complete the online application form here:

<https://docs.google.com/forms/d/e/1FAIpQLSezD6mFrd50qAQAs9rAs7FMk4BJCtthU2bkmVNxZ4aeYV5smw/viewform>

Please do note that we may not respond to all applicants until the submission deadline and we've had a chance to review them. Thank you!