Accounting Clerk I

Bernheim Forest and Arboretum, a 16,000+ acre protected forest in Kentucky, about 25 miles south of Louisville, is seeking a detail-oriented and dependable individual to support the daily accounting functions of Bernheim through accounts payable processing, recordkeeping, reconciliations, and other routine financial activities.

Bernheim is home to a 600-acre, Level IV accredited arboretum. The natural landscape features 40+ miles of hiking trails and extensive natural areas managed for conservation and research purposes. Its woodlands, prairies, and wetlands make up the largest privately-owned forest in the Eastern United States dedicated to education and conservation. Bernheim is a privately owned not-for-profit, relying on donations and memberships, whose mission is to connect people with nature. Annually, over 300,000 people experience Bernheim through visits, educational programs, field trips, and Bernheim festivals.

The Accounting Clerk I supports the daily financial operations of Bernheim Forest and Arboretum by processing accounts payable transactions, maintaining vendor records, reconciling financial information, and providing administrative support to the Finance Department. This position is responsible for ensuring financial records are accurate, organized, and maintained in accordance with established accounting procedures.

Essential Duties/Responsibilities

- Process invoices and payment requests in a timely and accurate manner.
- Review invoices for proper coding and approval prior to payment processing.
- Analyze invoices and expense reports for accuracy and eligibility for payment.
- Maintain vendor files, W-9 documentation, and related records.
- Assist with preparation and distribution of 1099 forms and related tax documentation.
- Reconcile accounts payable records and assist with monthly account reconciliations.
- Assist with budget reports, purchase journals, and financial record maintenance.
- Maintain accurate digital and physical financial records in accordance with organizational policies.
- Research and resolve routine vendor inquiries and payment discrepancies.
- Maintain confidentiality of financial and organizational information.
- Assist with audit preparation and document requests.
- Support sustainability initiatives through efficient digital recordkeeping practices.
- Assist with the ordering, inventory management, and distribution of office supplies and other organizational materials to support daily operations.
- Perform other duties as assigned.

Experience and Expectations

- Associate degree in Accounting, Business, or related field preferred; equivalent education and experience considered.
- One to three years of accounting, bookkeeping, accounts payable, or related experience preferred.
- Basic knowledge of accounting principles and financial recordkeeping.

- Proficiency with Microsoft Office, especially Excel, and accounting software.
- Strong attention to detail and organizational skills.
- Effective communication and customer service skills.
- Ability to work independently and collaboratively.

To apply and for more information

Please send all inquiries and resumes to: HR@bernheim.org.
This full-time, hourly position reports to the Controller.
Compensation range: $19-$21/hourly.
Competitive benefits package includes: health/vision/dental insurance, retirement 403(b) match benefit and paid sick, holiday and vacation leave.

Bernheim Forest and Arboretum is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We recruit, employ, train, compensate, and promote without regard to race, color, national origin, creed, religion, sex, gender identity, sexual orientation, marital status, parental status, disability, age, veteran status, or any other status protected by law.