

Part-Time Office Administrator
Portage County Historical Society
Heritage Park, Plover, Wisconsin

Position Overview

The Portage County Historical Society (PCHS) is seeking a Part-Time Office Administrator to support the day-to-day administrative and financial operations of our growing organization. This position is ideal for someone who enjoys behind-the-scenes work, values organization and accuracy, and wants to be part of a mission-driven, community-focused nonprofit.

This role is open due to a planned transition, as our current Office Administrator moves into another role on the path to retirement. The incoming administrator will benefit from training, institutional knowledge, and a supportive handoff.

This position is based at the PCHS offices at Heritage Park in Plover. Some remote work may be allowed after the employee has a strong handle on the position and core responsibilities.

Schedule & Compensation

- 10–12 hours per week
- \$18 per hour
- Flexible scheduling
- Supportive, collaborative work environment

Key Responsibilities

- Process accounts payable and accounts receivable
- Post financial transactions and prepare financial information for the bookkeeper
- Enter donations and membership data into Bloomerang
- Prepare gift acknowledgments and membership renewals
- Assist with basic cash handling and retail procedures
- Maintain organized administrative records and systems
- Provide general administrative support to staff as needed
- Occasional special event staffing or retail staffing may be requested, but will not be a regular part of the job
- Other duties as assigned

Qualifications & Skills

- Associate degree or relevant professional experience in business, accounting, administration, or a related field
- Working knowledge of basic accounting principles
- Experience with QuickBooks Online preferred
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Strong organizational and communication skills
- Detail-oriented and able to work independently
- Positive attitude and a sense of humor
- Ability to pass a background check

Physical Requirements

- Prolonged periods of sitting and working on a computer
- Ability to lift up to 15 pounds occasionally

How to Apply

Please email a resume and cover letter to:
John Harry, Executive Director
jharry@pchswi.org

Application deadline: January 30, 2026.