



MCKAY NURSERY COMPANY

Office Manager/AP Coordinator

Waterloo, WI

McKay Nursery Company is an employee-owned (ESOP) business located in Waterloo, Wisconsin. Since 1897, McKay has been growing quality plants for wholesale and retail customers throughout Wisconsin and the Midwest. We are a full-service nursery and landscaping company providing custom innovative designs, landscape installation and maintenance. This hourly position is eligible for the annual company-wide bonus program and a fully company paid ESOP retirement program for those that qualify.

- **Employee Ownership:** As an ESOP company, every employee shares in the long-term success of the business.
- **Exceptional Benefits:** Full-time salaried position with health, dental, disability, and life insurance, paid time off, paid holidays, a 401(k) with a company-paid safe-harbor contribution, and a fully company-funded retirement program (ESOP). Our retirement contributions come entirely from the company — at no cost to you.
- **Stability & Growth:** Join a financially sound company with deep roots and continued growth.
- **Collaborative Team Environment:** Work closely with production managers, garden-center teams, and Finance to keep the whole operation supplied.

POSITION DESCRIPTION

As the Office Manager / AP Coordinator, you keep McKay's Waterloo office organized and well-supplied while owning the accounts payable cycle. You'll coordinate and place the orders our managers request — from potting containers, soils, and chemicals to office and shipping supplies — enter and manage the vendor invoices that follow, and serve as the dependable hub for the front office: greeting visitors, handling mail and will-call pickups, and keeping day-to-day office operations running. This position reports to the CFO and is well-suited for someone who enjoys structure, variety, ownership of recurring processes, and being the dependable center of a busy office.

Due to the nature of this role, this position is in-office only at our Waterloo, WI location. Remote work is not available.

RESPONSIBILITIES

Purchasing & Accounts Payable Coordination:

- **Coordinate day-to-day orders:** take requests from managers, confirm details, place purchase orders, and arrange shipping or pickup with vendors.
- **Serve as McKay's primary day-to-day contact for vendors,** confirming pricing, timing, and freight on orders that managers have approved.
- **Manage accounts payable:** receive and route vendor invoices for approval, enter invoices into the ERP, process payment proposals, monitor due dates and discount terms, and maintain organized records.
- **Maintain vendor files,** including W-9s and certificates of insurance.



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Office Operations:

- Serve as the front-office hub: greet and route visitors and vendors, manage customer will-call pickups, and handle mail and incoming/outgoing shipments.
- Order and stock office and breakroom supplies, and serve as the point person for office equipment and the vendors who service them.
- Coordinate in-house janitorial service, building maintenance, and any office moves or space changes.
- Support our part-time HR Manager — heaviest in early spring as the seasonal workforce comes on board — by learning, collecting, completing, and organizing new-hire paperwork. Help set up new hires for their first day and notify our IT provider of employee changes.

BEST QUALIFIED CANDIDATES WILL HAVE

- Experience in office administration, accounts payable, vendor coordination, or a related support role — or equivalent relevant experience; an associate's or bachelor's degree is a plus.
- Strong relationship and communication skills, both written and verbal — comfortable working with vendors and managers alike.
- Exceptional attention to detail and accuracy with orders, invoices, and records.
- Organized and self-directed, with solid time-management skills and the ability to juggle competing priorities and the occasional rush.
- Proficiency in Microsoft Excel and comfort learning an ERP system.
- Comfortable using (or eager to learn) AI tools such as Claude, ChatGPT, or Gemini to streamline everyday work.
- A friendly, service-oriented demeanor and comfort being the first point of contact for visitors, callers, and vendors.
- Experience in agriculture, horticulture, manufacturing, or a related supply environment is a plus, but not required.
- Spanish-language ability is a plus, given our seasonal workforce.

JOB TYPE:

- Full Time

McKay Nursery is an equal opportunity employer. We do not make employment decisions based upon race, color, religion, national origin, sex, age, disability, veteran status, or any other status that is protected by state and/or federal law.

CONTACT

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