**Book Keeper**

The Book Keeper will report to the Office Administrator and General Manager

A Bookkeeper maintains records of financial transactions, analyze and create or adjust procedures to create clear and efficient office processes. Success in the position would be accurate monitoring of profits and losses, accurate records, and efficient offices and processes. The Book Keeping position is important to monitor the overall financial health of the business.

Responsibilities and Duties:

* Maintain accurate transactions and records in order to accurately view profits and losses of the company.
* Delegate data and transaction entry tasks and oversee general office procedures.
* Monitor procedures to ensure compliance with federal, state, and local legal requirements.
* Maintain and monitor customer invoices to ensure accuracy and procedures are followed.
* Enter purchase orders, item receipts and customer orders and payments.
* Answer phones and direct customers to sales associates when needed.
* Monitor markups and costs to ensure appropriate amounts are charge to customers.
* Record day to day financial transactions and complete the posting process.
* Maintain an accurate record of financial transactions.
* Reconcile sales taxes, payroll taxes, 401k, and bank accounts at the end of each month.
* Reconciliation of entries into accounting system.
* Prepare budgets and monitor any variances from the projected budget. Report significant issues to management.
* Maintain annual budget.
* Monitor financial transactions and reports.
* Process accounts receivable and payable.
* Record Income and deposits.
* Manage past-due accounts. Send out monthly statements. Provide to Robin for review prior to processing.
* Ensure receivables are collected correctly and promptly.
* Provide information to the external accountant who creates the company’s financial statements.
* Maintain an orderly accounting system.
* Maintain the chart of accounts.
* Comply with local, state, and federal government reporting requirements.
* Process payroll in a timely manner.
* Follow accounting policies and procedures.
* Purchase supplies and equipment as authorized by management
* Monitor office supply levels and reorder as necessary.
* Create and maintain customer and vendor records.
* Create and maintain employee records including contact information, payroll salary or rate information, and related employment data, such as W-4’s and other new hire paperwork.

Qualifications:

* Must have Book Keeping experience
* Must have experience with accounting software and excel
* Must be extremely detail orientated
* Must be able to multitask and manage multiple accounts simultaneously
* Must be polite, friendly, and professional
* Must be able to work through complex issues and reports
* Must be able to work independently

Wage:

$15-18/per hour DOE

(Benefits, PTO, & 401K available after probationary period)

Hours:

**March – June** Full time 40hr/week

**July-August** Part time20-30hr/week or as needed

**September – November** Full time 40hr/week

**December – February** 20 hours or less/week

***Scheduled hours can/will fluctuate based on the demand of work and will be communicated to you. For Peak Season time, we foresee about 40 hours a week, (6 days a week) between March and June.***

***Hours can fluctuate with industry demands, harvest, etc.***

Signature \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_