



POSITION DESCRIPTION

Job Title: Bookkeeper

Supervisor: Director of Finance & Operations

Employment Status: Full-time, Non-Exempt, Average 32 hours per week

Employment Location: Hybrid, based in Longmont, CO

Pay Rate: \$22-28/hour

We are Boulder County Farmers Markets

Boulder County Farmers Markets is a non-profit organization that operates seasonal farmers markets and a year-round online market with the goal of connecting local farmers, producers and eaters. We are passionate about strengthening our food system by fulfilling our mission to support, promote, and expand local agriculture, make fresh products accessible to our community, and to strengthen relationships between local food producers and food consumers. We believe that everyone has the right to good food. We're always looking for new ways to provide access, whether through programs, operations or that big idea we just haven't identified yet. Boulder County Farmers Markets staff, producers, partners, volunteers, and community stakeholders are passionate about building a community through local food and supporting Front Range and Colorado producers and our neighbors.

Position Overview

Our dynamic and local food community-centered organization is looking for an organized, detail-oriented, and enthusiastic Bookkeeper to join our talented team. The Bookkeeper is responsible for the day-to-day accounting functions to maintain the organization's financial records and to assist in ensuring the financial health and sustainability of our organization so that the benefits of local food can create a better future for our communities and their local food systems for generations to come.

The Bookkeeper plays a key role in ensuring accurate accounting records and in stewarding vendor relationships. This position works both independently and collaboratively and success depends on your ability to maintain a high level of accuracy with a large volume of weekly transactions, manage competing priorities, handle sensitive information with discretion, and to collaborate with teams. This

position reports to the Director of Finance and Operations and will perform regular duties including but not limited to A/P, A/R, market reconciliations, account maintenance, and assisting in the month-end close process. Additionally, the Bookkeeper will assist in streamlining organizational operations and increasing efficiency.

This is a full-time, year-round position with an average commitment of 32 hours a week with a flexible/hybrid schedule requiring at least one day a week in the office, with room for growth.

Responsibilities:

- Accounts Payable including paying vendor invoices, printing checks, processing company credit card expenditures, paying sales taxes, etc.
- Accounts Receivable including processing customer invoices, recording market currencies, processing bank deposits, grant invoicing, processing market fees, etc.
- Assists with bank account reconciliations.
- Customer service to our vendor community
- Maintains Quickbooks lists including the chart of accounts, classes, products & services.
- Maintains historical records by filing documents and manages the annual document destruction process.
- Establish accounting procedures that will help the team to run more effectively.
- Assists the Director of Finance in the timely month and year end close, 990 preparation and annual audit.
- Assists the finance team in annual projects as necessary.
- Contributes to team effort by accomplishing related results as needed.

Qualifications:

- 3-5 years in accounting, nonprofit experience preferred
- Knowledge of US GAAP
- Experience with Quickbooks Online
- Exceptional attention to detail
- Highly organized with ability to prioritize and complete accounting tasks on time
- Excellent customer service
- Confidentiality/discretion/good judgment
- Ability to work both independently and as part of a team
- Excellent verbal, written, interpersonal and communication skills

- Ability to finish projects with minimal management
- Competent in MS Office and Google Suite
- Willingness to learn and expand job skills
- Must have access to an internet connection for remote work

Physical Requirements

- Prolonged periods sitting/standing at a desk and working on a computer.
 - Operate normal business office equipment.
 - Must be able to lift up to 15 pounds at times.
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Application Instructions

Applicants are encouraged to submit their resume and a cover letter summarizing interest in the position and relevant skills and experience to Liz Eckstein at leckstein@bcfm.org. No phone calls please. The closing date for this position is July 24, 2024 with an anticipated start date in August, 2024.

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. Boulder County Farmers Markets is dedicated to building a diverse, inclusive, and passionate workplace, so if you're excited about this role but you don't check every box noted above, we encourage you to apply!

Compensation and Benefits

The salary range is \$22-\$28/hour. The compensation package includes a competitive salary, 401k plan and match, workers compensation coverage, earned sick leave, and health coverage. Boulder County Farmers Markets believes in providing employees and applicants with equal employment opportunities. The salary range above represents the low and high end of the range; the actual salary will be determined based on various factors, such as relevant experience.

Boulder County Farmers Markets believes in providing employees and applicants with equal employment opportunities. We make employment decisions without regard to race, color, gender, age (40 and over), mental or physical disability, religion or religious practices, creed, national origin, marital status, sexual orientation, gender identity or expression (such as transgender status), ancestry, citizenship, veteran status (other than as permitted by applicable law), pregnancy, genetic characteristics or information (which includes, but is not limited to, genetic test results and family medical history records and which should not be provided to the Company), or any other unlawful consideration. This policy applies to all aspects of employment, including recruitment, hiring, training and development, promotion, compensation, transfer, termination, layoff and all other conditions and privileges of employment, all in accordance with applicable laws.