



Job Title:	Bookkeeper/Office Support
Reports to:	Director of Farm Operations & Finance Committee Chair
Position Type:	Part-time, 40-50 hours/month
Job Description:	
<p>LEARNING TREE FARM IS LOOKING FOR AN ORGANIZED AND SELF-MOTIVATED INDIVIDUAL WHO CAN MANAGE ALL ASPECTS OF THE FARMS FINANCES AND ASSIST ADMINISTRATIVE STAFF IN OFFICE OPERATIONS WHERE NEEDED. WE ARE A SMALL NONPROFIT EDUCATION FARM WITH A MISSION — HANDS-ON EDUCATION IN A NATURAL FARM SETTING. THE DESIRED CANDIDATE WILL BE COMFORTABLE WORKING IN A FARM ENVIRONMENT &/OR A PRESCHOOL SETTING. DESIRED CANDIDATE MUST BE WELL VERSED IN QUICK BOOKS AND BE WILLING TO ASSUME ADDITIONAL RESPONSIBILITIES AS NEEDED FOR SPECIAL EVENTS. HOURS AND SCHEDULING ARE FLEXIBLE, SOME MONTHS MAY REQUIRE MORE HOURS THAN OTHERS. CANDIDATE MUST PASS A BACKGROUND CHECK AND PASS STATE LICENSING REQUIREMENTS TO WORK IN A PRESCHOOL SETTING.</p> <p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Manage and operate all financial aspects of the farm including but not limited to accounts payables, accounts receivables, bank deposits, bank reconciliations and financial reporting. • Work directly with the Farm Operations Director in managing cash flow, bill paying, invoicing, tracking and recording customer payments. • Responsible for maintaining banking relationships & working directly with the board finance committee. • Prepare monthly reconciliation of general ledger, journal entries, cash flow and financial reports. • Use Gift Works to additionally record customer data base records. • Work with Development Director for financial reporting aspects and other information required for obtaining funding from foundations, business & individuals. • Have a working knowledge of Paychex, a payroll service contractor; for monthly issuing of payroll, taxes and associated payroll related issues. • Maintain employee files for required Human Resource documents. Follow up meetings with new staff to provide orientation to the farm (handbook, W4 and other required documents). • Prepare annual farm budget collaborating with finance committee and other key staff. • Provide cash needs for special events, such as the annual Autumn Fest. • Assist administrative staff in office operations where needed. <p>QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS</p> <ul style="list-style-type: none"> • An understanding of Financial Management &/or Accounting is essential for this position, in addition to being able to operate and use Quick Books accounting software. • A Bachelor’s Degree in accounting or finance is preferred, but an Associate’s Degree with appropriate work experience will be considered. • A minimum of 2 years work experience in accounting or finance. • This position requires a knowledge of Human Resources & limited IT (must be able to manage a farm issued laptop by keeping it in proper working order, installing updates and free of viruses). • Organization, self-starter, high energy level, FLEXIBILITY, and reliability. <p>Interested candidates may email a cover letter and resume to Loralynn Hickey, Director of Farm Operations, at info@learningtreefarm.org.</p>	