



Job Announcement:

Elawa Farm Foundation Bookkeeper

Reports to: Executive Director

30 hours per week

Elawa Farm Foundation seeks an Bookkeeper for immediate hire. Elawa Farm was originally a gentleman's farm developed by the Armour family 100 years ago.

This is an exceptional opportunity to work in a unique environment. You will be part of a team of dedicated people all working for the success of Elawa Farm, a non-profit organization with a 2.2 acre vegetable and flower production garden in Lake Forest, IL.

Elawa Farm is a popular destination for weddings and events, and also offers programming and volunteer opportunities for local schools and organizations in the community and beyond.

The Bookkeeper manages and performs various accounting activities such as developing, implementing and maintaining accounting practices, policies, and procedures; compiling, analyzing and reporting accounting data for management reports and the board; acts as primary liaison with auditors; oversees receivables/payables.

Job Responsibilities:

- Oversee budget process and cash flow management in conjunction with ED/Board
- Process accounts payable and receivables
- Reconcile all cash accounts monthly
- Maintain chart of accounts and general ledger
- Prepare financial reporting package for board meetings and attend board meetings as required
- Manage QuickBooks
- Oversee credit card statements and expense reporting
- Assist with the development of long-range forecasts and manage long-range financial plans
- Ensure accounting, internal controls and procedures are followed
- Coordinate financial audits and filing of monthly sales tax and annual tax returns
- Maintain organized filing system in the "cloud" for all financial documents
- All other special projects and duties as assigned

Requirements:

- Have a minimum of 3-5 years relevant accounting experience
- Experience with accounting for a non-profit (e.g. UBIT, allocations, restricted donations, recording pledges)
- Must have proficiency in Excel, QuickBooks, and Microsoft 365 SharePoint
- Must be comfortable preparing audit documents and working with auditors
- Strong organizational skills and ability to multi-task
- Prefer a bachelor's degree in finance, accounting or equivalent required

Please email cover letter and resume to info@elawafarm.org for consideration.