

## **Bookkeeper/Accounting Manager**

The Market and Cafe at Emery Farm is growing and we are looking for an experienced Bookkeeper/Accounting Manager to manage the financial operations of the farm.

This Bookkeeper/Accounting Manager will be working directly under the Owner of The Market and Cafe and will be the point person for all financial matters. They will work directly with the CPA office and Business Consultant on a monthly, quarterly, and annual basis.

Are you experienced, organized, independent and can learn quickly and adapt to a growing business? If you answered yes we want to hear from you!

The ideal candidate:

- Is an experienced Bookkeeper with at least 3-5 years of experience
- QuickBooks Online proficient
- Excel proficient
- Highly organized
- Detail oriented
- Works independently
- Experienced in all aspects of bookkeeping: AP/AR, Reconciling, GJ, Payroll, year end, 1099s and financial forecasting and budgeting.
- Can quickly learn new processes and adapt to the needs of a growing business.
- Is able to multitask and wear multiple hats.
- Enjoys working independently in a fast paced environment.
- Is a self starter who enjoys figuring things out and doesn't mind taking the lead.
- Is comfortable working directly with our CPA and Business Owner

Pay Rate:

- \$20 - \$25 per hour commensurate with experience

Schedule:

- 10-15 flexible hours per week to start with potential for more hours as the company continues to grow. We are very flexible and encourage you to set your own schedule.

Benefits:

- Great work environment with a fun team
- Store discount
- Work Life balance
- Room for growth