

Wolfe's Neck Farm

Financial Associate/Bookkeeper

Wolfe's Neck Farm is a nonprofit organization on 600 oceanfront acres dedicated to promoting sustainable agriculture, food systems education, and outdoor recreation. Our campus features a working sustainable farm, educational programs, and award-winning campground - offering a remarkable and inspiring place for visitors to learn and play.

We have an incredible team of employees who are passionate about our mission and have fun working together. Our programs are making a real difference in the world – teaching kids about the importance of food choices, providing training for new farmers, and helping agriculture to make a positive impact on the environment. We've come a long way in the past few years, and are looking for a team member who can help us provide strong financial management to support our efforts.

Overarching Responsibilities

- Support and manage day to day functions of financial operations for the organization, including accounts payable, accounts receivable and payroll for agriculture, dairy, education & the oceanfront campground enterprises.
- Oversee management of timely data input of revenue and expenses supporting monthly reconciliation and meeting organization-wide reporting needs.
- Play a strong role as part of a small yet active finance and administration team.

Ongoing Bookkeeping Duties and Responsibilities

- Manages financial transactions in align with budget, chart of accounts and defined bookkeeping policies and procedures
- Maintains general ledger accounts by verifying, allocating, posting and reconciling transactions
- Plays key role in supporting annual audit process
- Ongoing responsibility for reconciling sales receipts
- Monthly reconciliation of bank and loan statements
- Maintains historical records by filing documents according to internal controls and appropriate recordkeeping practices
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends
- Complies with federal, state, and local legal requirements by timely filing of reports and advising management on any additional actions in this regard as needed; and
- Contributes to team effort by taking initiative to streamline systems for optimum efficiency

Qualifications

- 2- 3 years' experience in non-profit accounting helpful
- Solid working practice in QuickBooks and other non-profit accounting applications, advanced use of Excel is important
- Budget development and ongoing budget management experience
- Comfortable communicating across all programs and staff within the organization and maintaining and building productive relationships with other organizational constituents
- Ability to identify new technology and software that will benefit the organization
- Strong analytical and project management skills
- Excellent verbal and written communication skills; and
- Excellent interpersonal skills and eagerness to work as a member of the team

Compensation

32 – 40 hours, year-round position eligible for benefits offered including: health insurance, dental insurance, paid vacation and holidays and our retirement savings plan. As further defined in our staff handbook. Compensation is competitive and commensurate with experience.

To Apply

Please email a cover letter and resume to general@wolfesneckfarm.org with Bookkeeper as the subject line. In the interest of reducing waste, please do not mail a hard copy of your materials. Interested applicants are encouraged to apply ASAP. No phone calls please. Wolfe's Neck Farm Foundation is an Equal Opportunity Employer and values diversity in the workplace. Position posted until May 22, 2017.