
JOB POSTING

WHO WE ARE!

The Woodstock Farmers' Market is the area's premier year-round, fresh food-focused grocery store. We are committed to creating and selling the best products sourced locally and globally, ethically and sustainably. We hire only the most service-oriented people who appreciate a fun, fair, drama-free workplace, and share our

Core Values:

Come with an empty cup: having humility.+

Sit at the table together: being collaborative, non-judgmental.

Do the right thing—always: being honest, accountable and having integrity.

Always hungry: relentlessly getting stuff done.

Fish Cakes: thinking outside the box to creatively solve problems.

Bright side: being positive in spirit, seeing the world with the glass half full.

WHAT IT IS

Accounting Manager

YOUR COMMITMENT

32+ hours/week

WHAT YOU WILL EARN

\$65,000-\$75,000

HOW IT IS SCHEDULED

Generally, Monday through Friday, 8-4 or 9-5

OF UTMOST IMPORTANCE – WHAT YOU'LL DO

- Oversees/maintain vendor relationships

- Reconciling vendor statements
- Assist vendors with invoice/payment questions
- Oversees/Assist with the cash processing
 - Daily counting
 - Updating change drawer
 - Balancing cash deposits
- Oversees/Maintain accounting files, both physical & digital
- Assist department managers with invoice questions/issues
- Oversees/responsible for customer account statements
 - Record and reconcile monthly statements
 - Respond to customer questions/issues
- Oversees ordering of admin office supplies
- Preparation and distribution of weekly management reports
- Preparation of special sales/P and L reports needed for managers/leadership
- Preparation of budget templates and assist in annual budget process and sales, COG, expense, and cap ex forecasting
- Respond to ad-hoc accounting queries
- Perform/oversee accounting tasks as needed
 - Posting of daily sales entry
 - Coding & entering of invoices/review of previously coded
 - Compile and post waste and transfers
 - Selecting and processing check runs
 - Posting of payroll entry
- Review and post credit card transactions
- Prepare bank reconciliations on all bank accounts
- Process all bank transfers
- Interface with outside accountants on tax and reporting needs
- Prepare and process state tax filings – sales & use and meals & rooms
- Assist in, and pay quarterly taxes

The Accounting Manager will supervise a 20-30 hour/week bookkeeper for tasks such as inputting invoice data and handling vendor relationships along with credits, filing, cash processing, ordering of supplies, preparation of sales reports, etc. They will need to learn most of the above but then would delegate tasks as needed to bookkeeper.

As is more often than not the case, keep in mind that “Of Utmost Importance” describes the general nature and level of work performed in your job. They should not be construed as an exhaustive listing of all job duties and responsibilities by employees so classified.

WHAT YOU’LL NEED TO SUCCEED

- An eye for detail
- Exceptional organizational skills
- Excellent data entry skills

- Ability to prioritize and meet deadlines
- Strong working knowledge of QuickBooks Desktop
- Strong Excel skills
- Ability to communicate in a clear, concise manner

PHYSICAL REQUIREMENTS

- Frequently raise or lower objects up to 40 pounds from one level to another regularly
- Remain on feet in upright position for continuous periods of time
- Walk throughout store, including to other buildings and outdoor areas
- Exerting force upon a regular basis so object is moved to or from team member
- Carrying objects up to 40 pounds on a regular basis
- Grasping and/or picking up objects
- Regularly reaching for objects
- Bending forward by bending at waist or bending legs and spine