
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

Our Core Values:

Come with an empty cup: Have Humility

Sit at the table together: Be Collaborative.

Do the right thing: Be honest. Have integrity. Be Accountable.

Always hungry: Relentlessly get stuff done.

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

Brighter side: Find the silver lining.

WHAT IT IS

Bookkeeper

YOUR COMMITMENT

32-40 hours

WHAT YOU WILL EARN

From \$24/hr

HOW IT IS SCHEDULED

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

OF UTMOST IMPORTANCE – WHAT YOU’LL DO

- Maintain vendor relations
 - Reconcile vendor statements
 - Act as point person for vendor invoice/payment questions
 - Assist managers with invoice questions
- Cash processing
 - Daily counting
 - Maintaining cash drawers
- Maintain accounting files, both physical and digital
- Responsible for office supplies, both ordering and maintaining inventory
- Daily processing of financial transactions
 - Posting daily sales
 - Invoice coding and entry
 - Waste and transfers
 - Processing check runs
 - Processing payroll
- Assist controller in financial reporting
- Process monthly customer statements and posting payments

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

- A flexible, adaptable work style. We are always figuring out new ways to be the best!
- 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

- Walk throughout store, including to other buildings and outdoor areas