

Finance/Bookkeeping Manager

Description/Mission: The Woodstock Farmers Market is a bustling year-round fresh market of fantastic food which generates nearly \$9 million in annual sales. We're a classic "small giant": while our footprint is modest, we have created a dynamic fresh foods market with many facets—from our varied national and regional specialty products and our commitment to local produce and meats to our prepared foods kitchen and catering department to our innovative open book finance system and our customer service focused staff.

"Farmers" (as we are called) is also a proud member of the Good Food Merchant Collaborative, one of 22 of the most innovative and cutting-edge independent markets in the country.

Our mission is to accurately keep track of the WFM finances while leading, communicating and supporting one of the organization's most important Goals: Responsible Finance. We also teach basic finance to all staff. We are proud to operate our business with a concept called Open Book Finance. We share data through weekly meetings on our numbers board recapping sales from the previous week and budget looking forward, a weekly "Thuddle"—a finance huddle style meeting (on Thursdays) open all staff and basic daily numbers "fun" with each day of the week sales numbers compared to budget for all to see. We also review the past fiscal year at our once a year off site Annual Meeting.

Specific Duties:

- Spreadsheet (Excel) input
- QuickBooks input
- Filing of Invoices
- Answering the phone/outstanding customer service
- Performing cash deposits and bank reconciliations
- Generating daily sales reports and input for CFO
- Matching/reconciling Credit Card printout and to Daily Sales Reports
- Preparing deposits to Bank/COD checks ready for weekly deliveries
- Generating weekly A/P run
- Generating monthly customer statements
- Input and manage inter-department waste and transfer numbers
- Generating daily/weekly POS reports for managers; other project work as support for departments in Excel
- Helping prepare annual budget
- Other bookkeeping or finance duties as needed per CFO

Required Qualifications:

- Outstanding organizational skills
- 3 years (min) of bookkeeping skills
- Proficient in Excel and QuickBooks

- ECRS (our POS system) expertise; will train. Likely train at our registers for service as well.
- Outstanding math skills/must be wired to like numbers.
- Outstanding critical financial skills: While enjoying numbers is great, understanding when they are correct vs incorrect and having a critical eye to ask questions about numbers is paramount.
- Being calm under pressure.
- Outstanding computer skills: He/she must be savvy in all aspects of working with computers and especially a quick study on Excel spreadsheets and Quickbooks.
- Love of service: Must actively look for ways to help staff and customers on the phone while actually enjoying it.
- Self-motivated.
- Being humble and hungry: We operate by consensus. There are many complex numbers decisions and we make every day. We ultimately need an individual who has little ego when it comes to needing attention or credit for their contributions. They are comfortable sharing their accolades or even occasionally missing out on them.
- Team oriented: Everyone talks about team play; we preach it. Bookkeepers are support staff for the rest of the team our ideal candidate works with a sense of urgency, passion and personal responsibility taking on whatever they can for the good of team.

Time Commitment: Full-time – Monday thru Friday. Reports to the Chief Financial Officer/Partner Group.

Hours: Most likely 8-4 or 9-5. Hours revolve around critical banking needs and business hours of the Market. Some flexibility is available since the job is not a mission critical floor position over in the Market. Ideal candidate would enjoy helping on the floor (with training) in a busy retail environment on occasion during a busy weekend, weekday or holiday.

Compensation: \$20 per hour + depending on experience; 30% WFM staff discount. Simple IRA, Short Term Disability and Health Insurance after typical vesting periods, local gym benefits, free ski days, vision options.