



### **Part Time/Contract Bookkeeper Associate Job Description**

<b>Title:</b>	San Luis Valley Local Foods Coalition In House Bookkeeper Associate
<b>Reports to:</b>	SLV Local Foods Coalition Executive (SLVLFC) Director, Rio Grande Farm Park Director, Valley Roots Food Hub General Manager
<b>Organization:</b>	San Luis Valley Local Foods Coalition
<b>Location:</b>	Alamosa and Mosca in the San Luis Valley, Colorado
<b>Start Date:</b>	January 2018

### **POSITION SUMMARY**

The In House Bookkeeper (IHBA) will oversee all aspects of accounting at the San Luis Valley Local Foods Coalition in accordance with Good Accounting Practices. The IHBA's role is to conduct the bookkeeping for the organization. This encompasses preparing invoices weekly for payment, receiving income and preparing for deposit. Keeping records of all transactions by program (class) and by grant funding stream in QuickBooks Online. The IHBA works closely with the General Manager of the Valley Roots Food Hub in Mosca one day per week and with the Director of the SLVLFC and the director of the Rio Grande Farm park in the SLVLFC office one day a week. The bookkeeper must be able to pull reports upon request during regular business hours. Monthly bank statements will be reconciled and financial reports prepared one week ahead of board and committee meetings. It is important that the IHBA is dedicated to the mission and core values of the organization and becomes an important team member advocating for improvements, intervening to collect past due accounts and advising the management if a report is due or a matter needs attention.

### **DUTIES & RESPONSIBILITIES**

#### Weekly:

- Work closely with the SLVLFC Executive Director to improve coding, classes, subclasses and chart of accounts to match the 2018 budget.
- Pay bills for Director's signature and record
- Prepare income for deposit and record.
- Update Grant Tracking document.
- Go the Valley Roots Food Hub to conduct Data Entry of sales and invoicing.
- Work with Rio Grande Farm Park to understand and oversee all grant reporting needs.

#### Monthly

- Establish and maintain positive working relationships with outside CPA firm to gather timesheets for payroll 26 times per year – every other Friday

- Reconcile all 7 bank statements
- Prepare monthly organizational and Rio Grande Farm Park reports for meetings.
- Ensure that all payroll taxes are being paid to quarterly to the state and by payroll to the IRS.
- Payroll duties may be added depending on experience.
- Work with the Valley Roots Food Hub (VRFH) to streamline efficiencies.
  - Contacting customers/producers for payment/invoice info, invoice/payment discrepancies, etc.
  - Observing and learning the patterns.
  - Establish and recommend protocols and procedures for efficiency.
- Occasionally attend SLV Local Foods Coalition Board meetings, Rio Grande Farm Park Operational Committee Meetings and Valley Roots Food Hub Operations Committee meetings to interpret reports (probably one or twice per year)
- Pull the documents as requested by annual auditor
- Prepare and review numbers for 990 annual reporting to the IRS.
- Keep Colorado Secretary of State filings current.
- Perform other bookkeeping duties as requested by the LFC Executive Director, Rio Grande Farm Park Director and Valley Roots Food Hub GM
- Promote the mission and core values of the SLVLFC.

#### **WORKING CONDITIONS**

- Work hours will include two days a week including travel to the VRFH in Mosca. Approximately 16 hours per week fluctuating depending on what it takes to get the job done.

#### **ABILITIES**

- Familiar and Capable with QuickBooks
- Competent with Excel Spreadsheets
- Able to learn new programs or already be familiar with Donor Databases.
- Ability to effectively communicate with Local Foods Coalition team and community partners to mobilize resources and develop the necessary relationships to meet program requirements and to advance the mission of the Local Foods Coalition.
- Knowledge of local foods movement a plus.

#### **QUALIFICATIONS**

- Bookkeeping or Accounting Education and/or equivalent in Experience
- Have transportation
- Have personal laptop

#### **COMPENSATION**

- Dependent upon skill set and experience

#### **TO APPLY**

**Send resume and cover letter to attention of Liza Marron – at  
opportunity.slvlocalfoods@gmail.com**