



Wolfe's Neck Center for Agriculture & the Environment Seeks to fill Full Charge Bookkeeper position

Wolfe's Neck Center for Agriculture & the Environment (WNC) seeks to transform our relationship with farming and food for a healthier planet. On our 626 acres of diverse ecosystems, we farm, conduct agricultural research on soils and climate change, and invite visitors to engage with the food system and the role we all can play in building a more just and sustainable future. The farm is a beautiful and inspiring place for visitors of all ages to learn and play. We offer a diversity of ways for visitors to engage with this place, including numerous education programs, summer camp, a farm Store & Café, and our beautiful campground.

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. The organization has come a long way in the past several years and is looking for a team member who can provide strong financial management skills to support our efforts.

Position Overview

OVERARCHING RESPONSIBILITIES

- Support and manage day to day functions of financial operations for the organization, including accounts payable, accounts receivable and payroll posting 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 alignment with budget, chart of accounts and defined bookkeeping policies and procedures
- Maintains general ledger accounts by verifying, allocating, posting, and reconciling transactions
- Maintains financial records by filing documents according to internal controls and appropriate recordkeeping practices
- Ongoing responsibility for reconciling sales receipts

- Monthly reconciliation of bank and loan statements
- Ongoing maintenance of fixed asset depreciation schedule
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends
- Complies with federal, state, and local reporting as needed
- Plays key role in supporting annual audit process; 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 Online or other non-profit accounting applications, proficiency with Excel is important
- Experience managing expenses to annual budget class projections
- 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

The position is 32 – 40 hours per week (flexible during busy seasonal times), a 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 jobs@wolfesneck.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 Center is an Equal Opportunity Employer and values diversity in the workplace. This position will be open until filled, applications received prior to August 13th will be given priority. For further info. visit our website at: www.wolfesneck.org

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