



## ACCOUNTING ASSISTANT

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wolfesneck.org

### A Bit About Us

Wolfe's Neck Center for Agriculture & the Environment is on a mission to transform our relationship with farming and food for a healthier planet. On our 626 acres of diverse ecosystems, we farm, collaborate on 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.

Wolfe's Neck Center is seeking to add an Accounting Assistant to support our Finance and Admin team. We have an incredible staff 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.

### Overarching Responsibilities

- Manages specific day-to-day functions of financial operations for the organization, including accounts payable (A/P), accounts receivable (A/R), and credit card reconciliation for our agriculture, dairy, education & oceanfront campground enterprises.
- Manages timely data input of income and expenses.
- Maintains all A/P & A/R financial records digitally and physically per file retention guidelines.
- Timely responsiveness to meet ongoing staff & vendor requests for information.
- Assistance preparing for monthly, quarterly & yearly reports as needed.
- Play a strong supporting role as part of a small yet active finance and human resources team.

### Ongoing Responsibilities

- Manages input of transactions in alignment with budget, chart of accounts, and defined bookkeeping policies and procedures within QuickBooks accounting software.
- Working with the accounting manager ensures approval and accurate coding allocation of invoices and credit card receipts in alignment with budget projections.
- Prepares checks for signature on a regular basis.
- Logs checks received in coordination with our advancement office and others and prepares receipts for deposit.
- Takes deposits to the bank and periodically drops off time-sensitive correspondence at the Post Office.
- Maintains financial records by filing documents according to internal controls and appropriate recordkeeping & retention practices.
- Seasonally responsible for reconciling daily cash receipts and sales records for our Campground & Farm Store.
- Maintains a positive and welcome attitude in support of all operations.
- Contributes to the team effort to streamline systems for optimum efficiency.

### Qualifications

- Proven experience in data entry and accounts payable/receivable accounting procedures

- Experience working with QuickBooks preferred, Excel worksheets, and other accounting applications is important.
- Able to identify and apply 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.
- Strong analytical and project management skills as well as being able to work independently; and
- Excellent verbal and written communication skills

## **Terms of Employment**

The position is 32 -40 hours per week (must be flexible during busy seasonal times), a year-round position eligible for benefits offered including health insurance, dental insurance, paid vacation and holidays, and a retirement savings plan. As further defined in our staff handbook. The hourly rate for this position is \$19.00 - \$22.00 commensurate with experience.

## **To Apply**

Please email a cover letter and resume to [jobs@wolfesneck.org](mailto:jobs@wolfesneck.org) with Accounting Assistant 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 May 20th will be given priority. For further info, please visit our website at [wolfesneck.org](http://wolfesneck.org).

### *Non-Discriminatory Selection Process*

Wolfe's Neck Center for Agriculture & the Environment, in accordance with federal Equal Opportunity laws, does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, sexual orientation including gender identity or expression, veteran status, or physical or mental disability in the hiring of its employees. Applicants are selected based on their ability to perform the essential functions of the job, prior work experience, and references from previous employers.