



Part-Time Financial Services Bookkeeper Job Posting

Round the Bend Farm (RTB), a Center for Restorative Community, is located in South Dartmouth, Massachusetts and is a 115-acre working farm and educational non-profit. *We are a living laboratory that cultivates, educates, and empowers people of all ages. We are devoted to the global paradigm shift toward hope and abundance by valuing diversity, modeling nature, and redefining wealth.* RTB is seeking an experienced, passionate, and motivated individual to join our team as a part-time **Financial Services Bookkeeper**. We are currently accepting applications on a rolling basis.

As our **Financial Services Bookkeeper**, this position requires a highly motivated, energetic, and organized individual; someone who is passionate about RTB's mission, local food systems, the environment and social justice. This individual will perform a variety of tasks to support our Financial Services Controller (CPA) and Executive Director. We expect this individual to work approximately 4-6 hours per week in the RTB office. We are flexible about what day (Monday through Friday), but require consistency each week in the day and times agreed upon, with the desire for this individual to be a regular presence for our team and the organization.

JOB DESCRIPTION

The ideal candidate would have **at least 1-2 years of non-profit accounting experience**. As an organization that strives to value diversity in all that we do, we take care and place extra value in continuing to diversify our team.

Accounts Payable

- Process all accounts payable weekly and properly record all invoices and other items for payment in QuickBooks
- Process wire transfers
- Process sales tax payments quarterly via the internet
- Process and enter into QuickBooks bi-weekly payroll, payroll taxes, employee health insurance & retirement contributions (we currently use Paychex for our payroll services)
- Ensure proper filing systems are in place

Accounts Receivable

- Cash receipts
- Proper recording of incoming checks and wire transfers in QuickBooks
- Ensure proper filing systems are in place

Finances/Reporting

- Reconcile checking accounts monthly
- Weekly updates on bank accounts to Executive Director
- Bi-weekly reconciliation of credit cards
- Reconcile PayPal account
- Review payables monthly to ensure proper allocation
- Responsible for ensuring all financial reporting is concise, accurate, and up to date (with Financial Services Controller & Executive Director)
- Prepare and manage monthly budget(s) for Executive Director
- Assist in creating and managing event budgets (when needed)
- Draft other financial reports as requested, including any supporting materials needed for grant writing
- Help with preparing, reviewing, and being accountable for financial reporting needed for quarterly RTB board meetings
- Manage cash flow
- Reconcile petty cash
- Manage inventory

Annual Audit

- Assist with annual audit and collaborate with Financial Services Controller, Executive Director, and the auditor(s) in approval of year-end financial statements and audit reporting

HOW TO APPLY

Please send a letter of interest (telling us about yourself and detailing your motivations and qualifications for this position), along with a resume and two professional references. Please send materials via email (preferred) to heather@roundthebendfarm.org, or via snail mail at:

Round the Bend Farm (RTB)
Attn: Heather Zine
92 Allens Neck Road
South Dartmouth, MA 02748

***ROUND THE BEND FARM (RTB) IS AN EQUAL EMPLOYMENT OPPORTUNITY/
AFFIRMATIVE ACTION EMPLOYER***

RTB values a diverse, equitable, and inclusive workplace and strongly encourages women, people of color, LGBTQ+ folks, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. RTB is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.