



Job Title: Bookkeeper

Type: Salaried, Exempt, Full Time

Location: On Site and Independent / Remote

Hours: 40 hours per week

Rate: \$50,000 - \$53,000 per year, plus FT benefit package worth \$7,140, detailed below

Supervision: Business Operations Director

Who We Are: FrontLine Farming (FLF) is a nonprofit food and farmer advocacy organization focusing on growing food, education, sovereignty and justice. We grow high quality produce which supports fair wages for our farmers and is distributed through CSA shares, donations to a variety of non-profit partners, and in other ways to our communities. FrontLine Farming is dedicated to cultivating local food systems on the Front Range of Colorado. We work with community partners to develop and nurture local food networks, and support farmer leadership in food systems development. Through food production, land stewardship, education, and community collaboration, we work to create a thriving agricultural landscape and vibrant local economies.

Role: Bookkeeping to support work of Business Operations Director. Day-to-day expense and income tracking in QuickBooks Online and preparation of monthly financial reports including monthly reconciliations and yearly audit tasks. Maintaining financial records for fiscal sponsorship relationships including payroll, monthly reporting and invoicing.

POSITION RESPONSIBILITIES

The following position responsibilities are essential functions of the position. Successful job applicants will be able to perform these essential functions with minimal supervision:

BOOKKEEPING and FINANCIAL MANAGEMENT

Responsible for all day-to-day bookkeeping of the organization including but not limited to:

Fiscal Sponsorship Accounting

- Monthly reporting for fiscal sponsees
- Run semi-monthly payroll for fiscal sponsees
- Process all reimbursement requests
- Accounts receivable - Invoice creation, tracking and payment reminders
- Ensure all grant accounts are accurately tracking income and expenses

- Knowledge of all fiscal sponsee grant needs including reimbursables, dates of payments and contract reporting needs (timesheets, trial balance reports, etc).

Overall Bookkeeping

- Logging and matching of all expenses and deposits
- Bank and other financial accounting monthly reconciliations
- Communication with accounting team to maintain clean and organized books.
- Audit Tasks including communication with accounting team to ensure all audit documents are turned in by deadline
- Knowledge of integrations with QBO, website payments and payroll systems, regular audits to ensure integrations are functioning
- Execute journal entries, account analysis, and accrual-based accounting tasks
- Participate in the development and advancement of best practices

KEY QUALIFICATIONS:

1. Bachelor's degree in Accounting, Finance, Business, and related field experience at least 4 years.
2. Experience in GAAP accounting, compliance and reporting
3. Experience with cloud-based accounting systems and processes
4. QBO Certification or related experience
5. Excellent computer skills and capacity for learning new systems
6. Ability to work independently as well as collaborate with a virtual team
7. Ability to communicate and collaborate effectively with all levels of staff
8. Excellent organization and planning, analytical, communications, and decision-making skills
9. Ability to prioritize workload, meet deadlines and manage many clients simultaneously
10. Commitment to FLF mission and vision

ADDITIONAL EXPECTATIONS

- Work with farm team one day per week to plant, harvest and weed as directed by farm managers.
- Attend community events such as World Heritage Potlucks, Farm to Table on August 29, Black BBQ on September 19 and Corn Fest on October 3. These events are part of our mission to work with and feed the community.
- Attend at least one FLF Farm Class: Seed Saving, Chickens, Flowers, Natural Dyeing, and Mushrooms.
- Clear, solution-oriented, and respectful communication (written, digital and verbal) with FLF leadership team, co-workers, volunteers, customers and visitors.
- Prepare a meal for the team on one Wednesday per season with support.
- Participation in farm-related groups such as Mile High Farmers and National Young Farmers; staying informed and connected to what is going on in the Front Range around farming.

- Lead by example with work ethic, punctuality, and professional demeanor.
- Self-directed, able to take initiative, and demonstrated attention to detail and program management with regular communication to leadership as initiatives arise.
- Ability to work collaboratively in a team environment and comfortable working with diverse groups of community stakeholders
- Ability to manage multiple concurrent projects and prioritize appropriately
- This position includes 2 in-office days, one farm day during the season and one Sunday per month (max) assisting in our food distribution work.

PHYSICAL DEMANDS

1. Ability to physically work within a variety of weather conditions (i.e. working outdoors for long days, in diverse weather conditions (40-105F°)
2. Frequent lifting and carrying of up to 40 pounds.
3. Requires crouching, kneeling, standing, and stooping and reaching

PAY AND BENEFITS

The salary range is \$50,000 - \$53,000 per year commensurate with experience. We have an equitable salary structure that takes into consideration dedication to the work, skills and responsibilities as well as ensuring salaries are sustainable for the organizational budget.

Benefits:

- Fully paid health and dental insurance worth \$7,140 per year.
- Paid sick leave and paid FMLA Leave
- Optional retirement plan provided by the State
- Professional development support
- Workers compensation coverage
- Food and groceries as needed
- Farm education classes and in-field training

Continued employment at FrontLine is dependent on mission alignment and work ethic.

To apply, email cover letter and resume to info@frontlinefarming.org