



Position Description: Part-time Bookkeeper, EarthDance

Organization: EarthDance

Mission: EarthDance sustainably grows food, farmers, and community, one small farm at a time, through hands-on education and delicious experiences.

Position: Part-time Bookkeeper

Location: EarthDance Organic Farm School, 233 S Dade Ave, Ferguson, MO 63135

Hours: 10 hours/week

Pay: \$10/hour

Job Description Summary

EarthDance is seeking a self-motivated and resourceful individual with excellent communication and organizational skills, and accounting experience, to serve as our Part-time Bookkeeper.

The Bookkeeper will assist EarthDance in furthering our mission by managing our finances through QuickBooks online.

Requirements

- Skilled at working with and communicating in numbers, i.e. creating budgets, reviewing financial reports, etc.
- Proficiency with Quickbooks Online
- Superior attention to detail
- Excellent written and verbal communication skills
- Demonstrated time management and organization skills
- Proficiency with Windows Office Suite and Google Groups, Google Calendar
- Experience working collaboratively in a team environment with successful outcomes
- Professional, friendly, and enthusiastic personality
- Self-motivated

Desired Qualifications

- Passion for the sustainable agriculture movement
- Non-profit experience
- Interest in working in a lively, fast-paced office on a farm where laughter is common and hard work is the norm

Experience

- 2+ years of bookkeeping experience



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Responsibilities

PRIMARY RESPONSIBILITIES

1. Input expenditures into Quickbooks online
2. Track budget and expenditures
3. Reconcile bank statements
4. Create invoices and receive payments
5. Write Checks
6. Create financial reports for in-house analysis and grant proposals
7. Process payroll

TIME REQUIREMENTS: This is a part-time position, approximately 10 hours/week.

OTHER REQUIREMENTS

- Cell phone communication; use of personal laptop
- Reliable transportation or the ability to navigate the public transportation system

COMPENSATION: \$10/hour.

TO APPLY:

Send a resume, cover letter, and 2-3 references to: Molly Rockamann, Founding Director, at earthdancefarms@gmail.com No phone calls please.

Position open until filled.

Start date may be as early as September 1, 2015. Apply now!

***For more information on EarthDance Organic Farm School,
visit www.earthdancefarms.org***