

# **CITY FEED and SUPPLY**

## **Bookkeeper / Accounts Payable Clerk Job Description**

### **About City Feed and Supply:**

We are a locally-owned, independent business based in the Jamaica Plain neighborhood of Boston. We are committed to contributing to our neighborhood and our local economy. We believe good food is for everyone. We believe the satisfaction gained from being of service is the foundation for exemplary customer service. We strive to create an inviting, inclusive environment for all our neighbors. We are excited to support local farmers, food artisans and producers of other local goods.

### **Our Mission:**

- To be a neighborhood market/café/deli which reflects and serves the community which sustains us
- To provide healthy, natural, local and organic food options
- To provide challenging, enjoyable and fairly compensated jobs inside a merit-based structure
- To build and maintain strong relationships in our community
- To positively influence our community of neighbors, customers, co-workers and business partners.

**Our core values:** Service, Respect, Empathy, Inclusivity, Sustainability and Fairness

### **About our company culture:**

We encourage individuality and initiative. We believe the rewards of hard work are many and when you are rewarded by what you do, the work becomes easy.

We believe everyone has the ability to contribute and to do so it is important to seek out opportunities for improvement and then see them through to fruition. Mistakes are opportunities to learn. We are always striving for best practices within our unique model. We know from experience that constant improvement is also constant change and an ability to go with that flow and enjoy it is essential.

We are a small team of 3-4 in our office at any given time, including the two owners, and a positive, enjoyable working environment is a priority for all.

### **About You**

You are excited to work with a company like us. You care about community. You care about food. You enjoy getting to know and learning from all kinds of folks. You are excited to leverage all of your skills, aptitudes, education, experience and enthusiasm to contribute to strengthening our community and our business.

**Title: Bookkeeper / Accounts Payable Clerk**

**About the position we are hiring for:**

City Feed and Supply is looking for a full time on site Bookkeeper and Accounts Payable Clerk. This position will work closely with Company Management, Outsourced Controller and CPA firm to make sure that all day to day transactions are properly entered into Quickbooks.

**List of Responsibilities (Including but not limited to):**

***Cash Management:***

- Day to day cash management of operating, credit card, petty cash and other balance sheet accounts.

***Accounts Payable Management:***

- Manage all aspects associated with vendor billings and payments.
- Work with Management Team to manage weekly cash flow and vendor payments.
- Run weekly AP reports.

***Payroll and Benefits Administration:***

- Coordinate payroll processing with outside payroll processing provider.
- Process payroll journal entrees.

***Revenue recognition:***

- Manage a limited number of Accounts Receivable invoices.
- Work with Controller to pull in the Sales Receipts and related transactions into Quickbooks.

***Month-end Close:***

- Coordinate with Controller to make sure all accounts are reconciled and all supporting schedules are completed.

***In the context of providing these services, you are responsible for:***

- Successfully completing recurring and one-time tasks as assigned
- Managing incoming vendor e-mail and phone calls
- Managing supporting documentation

## **Specific Skills Required**

*The successful Candidate demonstrates the following core competencies:*

- Accuracy/Detail Orientation
- Proactive and Tenacious Problem Solving
- Avid Learner
- Quality Work Product
- Communication Skills
- Results Driven
- Creativity & Innovation
- Self Awareness & Development
- Analytical
- Time Management (multi-tasking)
- Initiative
- Trust
- Listens to Understand
- Professionalism/Discretion
- Planning & Organization
- Flexibility/Adaptability
- Technical Skills
- Decision Making
- Team Player
- Quickbooks proficiency
- Excel proficiency

## **How much you will be expected to work:**

- 1 year commitment
- 40-45 hours per week

## **Salary and Benefits**

Salary: \$17.00 to \$25.00/hour depending on experience and knowledge

Standard personal time benefits. 30% employee discount on purchases.

## **How you will be supported:**

- Support of owners, managers, controller and accountant

## **How your success will be measured:**

- Meeting and exceeding the expectations of managers, owners and controller.

**We see these agreed upon mutual expectations as the foundation for a productive and enduring relationship.**

**Thank you for your consideration.**