

## What We Seek

**Full Charge Bookkeeper-** The bookkeeper's role is to ensure consistent and accurate financial information is produced in a timely and efficient manner for use by the Director of Finance, Executive Directors, and Board. The Food Project uses QuickbooksOnline for bookkeeping in conjunction with Bill.com for the efficient management of AP. We also connect directly to our Bank of America accounts for automatic transaction downloading. We use Salesforce for a number of purposes, including tracking all donations and sales.

## Primary Responsibilities-

Primary responsibilities: Accounts Payable, Payroll, Accounts Receivable. Assist with Annual Audit and filing of 1099s. Assist in management of temporarily restricted funds.

## Responsibilities

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The primary responsibility of the bookkeeper is to manage all accounts payable and receivable transactions. Accurate coding of all incoming bills and/or receipts is critical to creating accurate financial reports. Ensuring all internal controls are adequate and maintained.

**Accounts Payable:** weekly review and input new invoices into Bill.Com and route to appropriate manager for approval; review pending bills with Finance Director for payment, and ensure timely payment of recurring expenses such as rents and insurance. Manage vendor accounts including banking information to speed up payments, and set up auto payments where appropriate. Monthly download credit card transactions and tie to receipts from staff; follow up on missing receipts and/or codes to ensure accuracy.

**Accounts Receivable:** Review bank activity weekly and code all receipts as they come in.

- Open mail and scan and stamp all checks and deposit on a timely basis
- Send scans to Development Associate and provide backup as needed (letters)
- Download Stripe and other 3<sup>rd</sup> party revenue tools
- Download deposit detail from the bank and code
- Code & Post to GL/QBO
  - Follow up with Devo team for questions on grants and to confirm
- Follow up on outstanding pledge payments as directed by the Development Team
- Assist in monthly reconciliation of Salesforce and QBO reports

## Payroll

- Process biweekly payroll



**The Food Project**

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**The Food Project (TFP)**

**TFP Values**

**Diversity, Inclusion,  
Belonging, Equity (DIBE)**

**Land Acknowledgement**

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**Position:**

***Full Charge Bookkeeper***

**Salary Range:**

***\$45,000 to \$48,000***

**Employee Benefits**

- Ensure all taxes are files by payroll service as required

### Monthly Activities

- **TRNA schedule:** Add any new restricted gifts to the schedule, and review with Finance Director to ensure timely use of restricted gifts as defined by initial documentation
- **Bank Reconciliations:** Within a week of receipt, complete bank reconciliations of all accounts, including investment accounts
- **Journal Entries:** ensure timely entry of any ongoing adjustments such as allocation of insurance and review with Finance Director

### Annual Activities

- **Annual Audit:** Assist in the timely creation of TFP's annual audit, by pulling all requested documentation and tracking information throughout the year that will be required
- **1099s filings:** Accurately complete and distribute 1099s in January each year; ensure all new contractor information is received and filed before first payments are made. Use QBO to track eligibility to ensure faster production of 1099s.
- **Workers Compensation audit:** Complete report as directed by insurance company
- **Form 3ABC filings:** required annually for any property or buildings owned by TFP.

### Organizational Health

- Participate in our justice, equity, diversity, and inclusion initiatives.
- Prepare and participate in structured, regular feedback sessions.
- Participate in all-staff meetings, team meetings, and provide cross-department support.
- Participate in annual planning, budgeting, and performance review processes.
- Perform other duties as needed, within capacity.

### Qualifications

- Knowledge of Quickbooks Online is a plus.
  - At least 1-2 years of accounting classes and or work experience in an accounting/finance office.
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### Location & Schedule

Hours: 30-40 hours/week; at least three days/week in office (Lincoln/Boston).

### Recruitment Process

Please send resume and cover letter via email to: [jobs@thefoodproject.org](mailto:jobs@thefoodproject.org). In the subject line, write your name and the position for which you are applying, eg: "Jordan Smith – Full Charge Bookkeeper".

We will review all submissions, identify viable candidates and contact ONLY those individuals selected to continue in the search process. The position will be filled when a desired candidate is found.

**The Food Project is an Equal Opportunity Employer that is committed to creating an inclusive organization. We actively seek a diverse pool of candidates for this position.**