



Mill City Farmers Market *is hiring* a Part Time Bookkeeper

Are you interested in joining a team of sustainable farming enthusiasts and die-hard local food-fans? Mill City Farmers Market (MCFM), established in 2006, and Mill City Farmers Market Charitable Fund (MCFM-CF) are sister non-profit organizations based in Minneapolis. Mill City Farmers Market brings together farmers, makers, multi-cultural food traditions and programming to educate consumers about sustainable agriculture and support the local food community. We build connections and foster relationships between farmers, entrepreneurs and customers in a fun and lively environment. It is much more than a market; it is an educational experience. Our Charitable Fund is actively involved in the community with educational programming and outreach to build a stronger, more sustainable regional food system.

Mill City Farmers Market's mission is to inspire and nurture a healthy community by building a local, sustainable and organic food economy in a vibrant, experiential marketplace.

Bookkeeper - Job Description

- Assist with annual budgeting for MCFM and the MCFM-CF
- Maintain MCFM & MCFM-CF financial records & reporting through QuickBooks
- Manage MCFM vendor invoices and communication, including recordkeeping
- Manage system to track "[market tokens](#)" and other alternative currencies that the market uses
- Enter BillPay payments and keep accounts current
- Address accounts receivable and accounts payable inquiries
- Organize and produce necessary documentation for tax filing for MCFM & MCFM-CF
- Monthly reconciliation of accounts for MCFM & MCFM-CF
- Establish an effective and efficient office and practice accurate & organized record-keeping
- Maintain historical records by filing documents
- Work with CPAs on special projects and year end entries
- Calculate and file annual sales tax return & year end 1099's
- Complete other projects or special assignments when requested

Required Skills and Abilities

- Bachelor's degree in a related field - preferred
- 2+ years of progressive accounting experience - preferred
- Proficiency in QuickBooks, Excel, Word, & Dropbox
- Excellent verbal and written communication skills
- Excellent organization skills
- Flawless attention to detail
- Interest and ability to work in an independent environment.

Hours & Compensation:

- This is a part-time, hourly position, ranging from 5-10 hours per week
- Compensation commensurate with experience.

Key Dates:

- Applications due by January 24th.
- Interviews conducted late January.
- Training and start date early February

To apply, please send cover letter, resume and 3 references to:
Martha Archer, Executive Director – martha@millcityfarmersmarket.org
Please submit all documents in PDF format

For more information: Visit our website: millcityfarmersmarket.org