Position Description

**Job Title:** Accounting & Office Assistant  
**Reports To:** Accounting/Office Manager & Executive Director  
**Status:** Regular part-time .5 FTE / non-exempt  
**Hourly Pay:** $16.00 per hour  
**Benefits:** Health insurance (medical, dental, vision, alternative care), PTO, Paid Holidays, 401(k)  
**Estimate Start Date:** April 13, 2020

**OVERVIEW**

The Accounting and Office Assistant will support the Accounting/Office Manager with a variety of accounting and office functions, and provide administrative support for the Executive Director and Board of Directors. This position will be assigned regular weekly and monthly functions to be performed at the PFM office. Additionally, the Assistant will perform administrative tasks such as check office mail, manage office supplies, share in light office cleaning, organization, and other office support duties.

**REQUIRED SCHEDULE**

**Weekly schedule will vary with seasonality of markets.** Annual average will be at least 1040 hours of work. Limited vacation time is available during the summer season and Monday-Labor Day is a mandatory work day.

**Seasonal schedule of estimated weekly hours**

- May through October: 24 - 28 hours
- November through April: 16 - 22 hours

**Days and Times**

- Mondays 8:30am to 4:00pm (required)
- Tuesday through Friday flexible days and hours with an 8:30am start time
- Last Tuesdays of each month work day required to include 4:00pm to 8:00pm due to board meeting

**RESPONSIBILITIES:**

**ACCOUNTING ASSISTANT**

- Prepare market paperwork, tokens (market currency), and related supplies for markets
- Reconcile market activity including cash receipts for token sales, merchandise sales, and market vendor fee billing
- Track market vendor’s weekly payments and follow up with reminder emails
- Enter receipts for redeemed tokens, track token activity, and assist with end of month inventory & token reconciliation
- Coordinate and oversee volunteers who count tokens and count tokens when needed
- Update spreadsheets for tracking a variety of market activities & financial reporting
- Additional bookkeeping includes: create incoming check log, enter debit card receipts, mail invoices, checks, and filing.
- Provide occasional back-up support as needed to cover vacation and sick days for Accounting Manager
OFFICE SUPPORT
- Monitor PFM’s general email, voicemail & postal mail and distribute to appropriate staff
- Maintain office supplies, order supplies for staff, and light office equipment maintenance
- Participate in shared office cleaning and organization including dishes, laundry, and occasional light cleaning
- Maintain staff contact lists and manage birthday & appreciation events

EXECUTIVE DIRECTOR AND BOARD OF DIRECTORS SUPPORT
- Prepare for board meetings including: scheduling, food purchase and preparation, set up and clean up for monthly evening board meetings
- Take board meeting minutes, edit and finalize and distribute
- Maintain updated roster of board members, manual and other board materials
- Schedule committee meetings, assist in preparation and distribution of board materials
- Assist Director with special reports, tracking of data, scheduling and communications as needed

REQUIRED KNOWLEDGE, SKILLS & ABILITIES
- Two years of experience with basic accounting including: cash receipts, billing and account reconciliations
- Two years of experience in an office environment conducting general administrative tasks
- Intermediate level experience with Microsoft Excel, Word and Outlook
- Money handling and accurate counting experience
- Ability to prioritize daily responsibilities effectively with minimal supervision
- Natural strength at maintaining an organized work environment
- Ability to anticipate the needs of a project and communicate proactively
- Ability to write in a manner that clearly conveys administrative and business information
- Strong attention to detail and accuracy within deadlines
- Ability to stay focused in a busy, open office environment
- A friendly, cooperative attitude evident in written and verbal communications
- At least one year of experience with QuickBooks Pro is preferred

We Welcome Diversity

Portland Farmers Market is an equal opportunity employer. We welcome all qualified individuals in accordance with the law without regard to their race, color, creed, religion, age, gender, sexual orientation, marital status, military status, political opinion, sex, national origin, familial status, mental and physical disability, gender identity, source of income, disability or any other status protected by federal, state, or local law in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training, and termination. We will provide reasonable accommodation unless it creates an undue hardship on the operation of our organization. Any applicant needing reasonable accommodation should notify us as soon as possible.

How to Apply:
We look forward to seeing your cover letter and resume sent to alodie@portlandfarmersmarket.org by 5:00 pm on Monday, March 9, 2020. Please put AOA2020 and your last name in the subject line.