

Job title: **Market Accountant & Office Manager**  
Reports to: Senior Accounting Manager  
Status: Full time, Exempt  
Benefits: PTO, health, dental, vision, 401k  
Pay range: \$45,000 to \$47,500 annually



## **POSITION SUMMARY:**

Portland Farmers Market (PFM) is a nonprofit organization operating five world-class farmers' markets in Portland, Oregon. Our markets contribute to the success of hundreds of food growers and producers in our region, provide access to farm-fresh food for local residents, and create vibrant community gatherings.

The Market Accountant & Office Manager fulfills a key role in PFM's operations. This position will manage all aspects of market accounting, in collaboration with our Senior Accounting Manager and Market Operations Director. This position also supports other areas of PFM's accounting, and provides limited accounting support to our sister organization, Farmers Market Fund. In addition, this position is responsible for the management of office systems and business accounts.

This position requires working Monday through Friday from the PFM office an average of 40 hours per week. During the winter months, the person in this position may have the option to temporarily go down to 0.8 FTE (averaging 32 hrs/wk) if interested. Because summer is PFM's busiest time of year, limited vacation time is granted in June through September.

Portland Farmers Market will require COVID-19 vaccination for all staff starting November 22, 2021.

## **DUTIES AND RESPONSIBILITIES:**

### **Market Accounting**

- Prepare market totes and reconcile market business activity including cash receipts for token sales, merchandise sales, and market vendor fee billing
- Ensure clear and consistent vendor billing, track market vendors' weekly payments, communicate with vendors about payment policies, late payments, and collections
- Help to manage PFM's token currency program and other market and community partner currencies
- Coordinate and supervise weekly currency counting volunteers
- Work with Senior Accounting Manager to manage PFM accounting systems including: A/R, billing, cash receipts, bank deposits, A/P, weekly check runs, ACH transactions, bank reconciliations, and journal entries
- Adhere to accounting procedures, internal controls and financial standards set forth by the finance committee and board of directors

- Communicate with co-workers, office volunteers, vendors and others as needed to train and clarify our financial controls and procedures
- Provide back-up for payroll processing and reporting as needed

#### **Office & Business Management**

- Coordinate general office administration and IT management
- Research, evaluate and recommend various contractors and services (some in coordination with Executive Director), such as: IT, office systems, banking, and insurance products
- Support Executive Director with various reporting and tracking, such as: grants, insurance renewals and other business filings
- Develop, improve and communicate office and financial systems and protocols to co-workers, office volunteers, vendors and others as needed
- Occasionally answer phones and professionally communicate with PFM shoppers, vendors and others
- Manage shared office cleaning and organizing
- Maintain and order office supplies, conduct light office equipment maintenance

#### **Farmers Market Fund**

- Assist Senior Accounting Manager with basic accounting for PFM's sister organization, Farmers Market Fund
- Conduct year-end reconcile of Farmers Market Fund's Double Up Food Bucks program

#### **General:**

- Participate in regular all-staff meetings and check-in meetings with your supervisor
- Attend organization-wide planning processes and trainings
- Apply PFM's diversity, equity & inclusion lens to accounting and business practices. Develop and implement improvements as needed, in coordination with the Senior Accounting Manager and Executive Director

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

*Studies have shown that women and people of color are less likely than others to apply for a position unless they feel they meet every qualification as described. We are committed to finding the best overall candidate, and understand that candidate may not immediately identify with every qualification listed. If you are interested in applying, we encourage you to think broadly about your background and qualifications for this role.*

#### **Required Qualifications**

- Three years of experience in accounting-related work
- Proficiency in QuickBooks & Microsoft Excel (or similar accounting and/or spreadsheet programs)
- Experience in office management and administration, including comfort with managing IT systems and IT service contractors
- Strong organizational, prioritization and time management skills. Attention to detail.

- Ability to work independently and take initiative
- Team-oriented, including good interpersonal communication skills and a positive attitude
- Ability to learn quickly and to ask for guidance when needed
- Willing to agree to criminal background check
- Appreciation for the mission, values and work of Portland Farmers Market, including our equity philosophy

#### **Preferred Qualifications**

- Three+ years of experience as full-cycle accountant or bookkeeper
- Experience working for a non-profit organization
- A commitment to diversity, equity & inclusion (DEI) and experience advancing DEI and anti-racism in personal or professional contexts
- Bachelor's degree in accounting or finance, or equivalent experience

#### **APPLICATION INSTRUCTIONS:**

Please send a cover letter and resume in a single pdf file to [apply@portlandfarmersmarket.org](mailto:apply@portlandfarmersmarket.org).

Please include '*MA&OM application*' (for Market Accountant & Office Manager) and *your first initial and last name* in the subject line.

Application deadline is Monday, October 18<sup>th</sup>, 2021

#### **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.

We believe that when our staff represents a diversity of perspectives and life experiences, we can be most responsive to the needs of our vendors and shoppers, and better reflect the communities where our markets call home.