

## **Position Description**

### **Dane County Farmers' Market - Bookkeeper**

#### **Position Summary:**

The Dane County Farmers' Market is one of the largest producer-only farmers' markets in the United States. The market operates year-round in Madison, Wisconsin and has grown to include four distinct markets: the Saturday Market on the Square, the Wednesday Market, the Holiday Market, and the Late Winter Market.

The Bookkeeper position requires experience keeping financial records for a small organization or business.

This is a part-time, year-round position that averages 20 hours per month with a pay rate of \$25/hour (negotiable). The Bookkeeper reports directly to the DCFM Market Manager. Job duties are performed remotely.

#### **General Job Responsibilities:**

- Bimonthly payroll
- Paying bills
- Monthly account reconciliation
- Monthly SNAP (Supplemental Nutrition Assistance Program) reimbursements
- Generating financial statements on a monthly basis
- Paying liabilities on a monthly, quarterly, and annual basis

#### **General Job Requirements:**

- The Dane County Farmers' Market does not maintain a physical office. The Market will supply the bookkeeper office supplies, QuickBooks software, and historic records of the Dane County Farmers' Market. The bookkeeper will be responsible for maintaining a computer and printer.
- Ability to be insured
- Attention to detail and ability to perform repetitive tasks accurately
- Access to reliable internet
- Technical proficiency in QuickBooks, Microsoft Office Suite (Word, Excel, PowerPoint), Google Suite and CRM systems