

TEXAS FARMERS' MARKET

JOB DESCRIPTION

Position Title: Business Administration & Bookkeeping Manager

Classification: Full-time, 40 hours per week

Compensation: \$47,500

Reports to: Executive Director

Position Summary:

The **Business Administration & Bookkeeping Manager** is a new position for Texas Farmers' Market (TFM). The role will perform regular duties including but not limited to data entry and record maintenance as relates to our markets, vendor applications, and development efforts. The position also includes weekly bookkeeping tasks including running reports and reconciling Quickbooks in conjunction with the organization's contracted outside bookkeeper. Additionally, the **Business Administration & Bookkeeping Manager** will work with the Executive Director as needed to streamline organizational operations and increase efficiency. There is ample room to grow and take on additional duties in this position for the right person. This is a remote position expected to work normal business hours Monday-Friday with occasional work needed on nights and weekends.

Major Responsibilities:

- Maintain weekly market data:
 - Input and update financials
 - Work with market operations staff on reconciling vendor payments before/after weekly markets
- Streamline Administrative Processes
 - Work with Executive Director & TFM staff to help identify inefficiencies and streamline organizational processes and work flows
- Monitor vendor applications
 - Monitor several general info email inboxes and respond timely to inquiries
 - Maintain and update potential vendor database
 - Act as initial point of contact for applicants and keep track of communications history
 - Keep applications moving through pipeline in a timely fashion
 - Answer general questions on application process
- Development
 - Work with Executive Director to design and execute TFM's first formal Development efforts
 - Maintain database
 - Flag contacts for Executive Director
 - Handle admin for fundraising campaigns and report out at weekly staff meetings
- Bookkeeping assistance

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- Create reports as needed for Executive Director
- Deal with billing and account issues as needed when bookkeeper is unavailable
- Work with TFM's bookkeeper as needed
- General Admin
 - Assist Executive Director with correspondence, projects, and scheduling as needed
 - Other duties as assigned which might not be noted in this description

Knowledge, Skills, and Abilities:

- Excellent verbal, written, interpersonal and communication skills
- Attentive to details and displays a strong aptitude for organization
- Time management skills and self-motivating focus required for working from home
- Ability to finish projects with minimal management
- Aptitude for prioritizing and completing multiple tasks within time restraints
- Competent in MS Office
- Experience in Quickbooks preferred
- Willingness to learn and expand job skills
- Must have access to a computer with internet connection

Education/Experience:

- Bachelor's Degree or higher preferred
- Passion for farmers' markets, local food and sustainability desired

Benefits:

- The pay for this position is \$47,500
- Health Insurance provided with TFM paying 50% of monthly premium
- Generous vacation and sick policy
- Work with a passionate and dedicated group of individuals devoted to helping to grow and maintain a diverse marketplace in support of local farmers, ranchers, artisans and entrepreneurs.

Equal Opportunity Employer:

Texas Farmers' Market provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color,

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religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

To Apply: To apply, please email a cover letter and resume with subject line to **Business Administration & Bookkeeping Manager** ed@texasfarmersmarket.org