



Bookkeeper

Friends of Ambler Farm Inc., a nonprofit organization located in Wilton, CT is looking for an experienced, motivated, and extremely organized part-time Bookkeeper to assist our Finance Manager with day to day operations. Responsibilities include accurately recording financial transactions, reconciling accounts, managing accounts payable and receivable, processing payroll, and preparing essential financial reports such as balance sheets and profit-and-loss statements. This individual must be able to maintain proper accounting records and files for all transactions. An ideal candidate for this position is a skilled multi-tasker, who is reliable and is committed to consistently meeting deadlines.

Specific Duties and Responsibilities

Daily:

- Vendor invoice processing and setup. Pay bills through an online banking system or manual check (if required).
- Process employee expense reports and reimbursements.
- Process deposits (Cash, PayPal, CampSite, Altru, Square, Other various donation sites).
- Process payroll bi-monthly through ADP. Record in financial system.
- Process all transactions in the financial system (payments, deposits, invoices, payroll).
- Update Altru database system for all donations, event/program registrations, field trips and rentals paid by check.
- Pick up mail from the post office and distribute.
- Provide petty cash for Special Events.
- Perform administrative tasks as needed.

Monthly/Quarterly:

- Perform monthly bank reconciliations.
- Submit bills to the Town of Wilton to process for payment (utilities, refuse, etc.).
- Run monthly installment billing in Campsite and follow up on declined transitions.
- Review and record credit card transactions and enter into the financial system.
- Sort and track Nutrition Check program usage and update log.



- Process donor acknowledgment letters, secure signatures and mail.

Annually:

- Participate in the development of the annual operating budget.
- Assist with the annual audit and tax filings.
- Process and timely distribute required tax documents (W2s & 1099s).

Skills Required:

- Attention to detail, confidentiality, and accuracy.
- Well organized, self-motivated, and able to meet deadlines.
- Must be adept at multi-tasking and have excellent interpersonal skills, working with staff, volunteers, board members, vendors, donors and event attendees.
- Effectively address and resolve issues in a timely fashion.
- Proficient in Word, Excel, Google Calendar and Google Drive/Dropbox.
- Experience with Quickbooks, ADP, Altru and CampSite is a plus.
- Flexible schedule. No office at farm, so must be able to work from home. Reports to Finance Manager.

Part-Time, full year (hours may vary by the season) 15-20 hrs/week avg

Hourly Payrate: \$25-\$28

Interested parties should send a resume and short cover letter to Adrienne Calderone, jobs@amblerfarm.org