



Job Description: Office Manager

Division: Admin

Job Type: 30 hours/week; 47 paid weeks/year; 1 week PTO

Number of Employees Supervised: 0

Wage Range: \$18/hr

Purpose and Description Position is responsible for managing bookkeeping, human resources filing and paperwork, and weekly tasks such as calendar management, scheduling management, and organization of the company's documents via Google Drive. The position will also serve as "Secretary" for Nashville Foodscapes' Board of Managers.

Responsibilities/Activities Duties include, but are not limited to, the following:

1. Weekly management of Tsheets, ClickUp, Quickbooks, Google, and more.
2. Assist Project Managers with preparation and coordination of projects
3. Coordinate time off requests through Tsheets, conduct new employee onboarding with appropriate staff and fill new employee paperwork, manage employee files in conjunction with the Board of Managers
4. Coordinate trash and recycling systems
5. Maintain a clean office environment
6. Tracking and updating inventory for Nursery, tools, equipment, and other materials
7. Full Cycle Bookkeeping, including month end and year end close, for annual budget
8. Manage all aspects of A/R, A/P and Billing
9. Accounts Payable will encompass the processing of all accounts payable transactions including bills and credit card charges, as well as ensuring accuracy of each bill and proper classification
10. Accounts Receivable will encompass the accurate posting and classification of the daily receivable transactions and maintaining accurate and comprehensive records of each day's transactions, ensuring client invoices are accurate and sent in a timely manner.
11. Collections on past-due AR items in a timely manner is expected
12. Reconcile monthly credit card statements
13. Monthly financial reports for management and ad hoc as requested for forecasting
14. Keep and organize agenda-and-note-taking for Board meetings and other tasks as needed as "Secretary" of the Board of Managers
15. Perform other general office duties as needed, including filing

Minimum Qualifications & Educational Requirements

(Desired but not required. Candidates with a passion to learn are encouraged to apply):

1. College degree preferred with a background in either finance, accounting or business management

2. 2+ years experience in bookkeeping/accounting required
3. Excellent computer skills
4. Proficiency in QuickBooks software
5. Must be responsible and self-managed
6. Must have excellent follow-up and tracking skills
7. Must be detail oriented
8. The physical requirements of this position include the ability to lift, stand and walk for moderate periods of time
9. Current driver's license
10. Must have your own transportation
11. Must be available for work Monday through Friday

TO APPLY send the following to howdy@nashvillefoodscapes.com by February 12:

- 1-page cover letter
- an updated resume
- 3 references - include Name, Nature of Relationship, and Contact Info (phone number or email)

Nashville Foodscapes is an equal opportunity employer, and we especially encourage applications from Black, brown, and indigenous people, women, LGBTQ+ and gender variant/non-conforming folks, and working-class people.

Nashville Foodscapes is a worker-owned cooperative. Employees become eligible for ownership after one year of employment with Nashville Foodscapes. After being accepted as a member and paying the buy-in fee, new worker-owners enjoy full voting rights and are eligible for patronage dividends.