

Whitewater Grocery Co. Volunteer Bookkeeper



Location

The Whitewater Grocery Co (GroCo) Bookkeeper works at the GroCo office at the Innovation Center during their choice of regular office hours.

Purpose of the Position

The purpose of the GroCo Bookkeeper is to support the GroCo Treasurer with financial tasks.

Responsibilities and Duties

The Bookkeeper will be responsible for paying and filing invoices and other accounts payable; preparing and sending monthly owner invoices and other accounts receivable as needed; banking, including entering records into accounting software, reconciling monthly bank statements and researching and correcting discrepancies; preparing monthly financial reports; assist with migration from Quicken to QuickBooks and other special projects as needed. Meet with GroCo Treasurer monthly or as needed.

Qualifications

The GroCo Bookkeeper should have previous experience with accounting software packages including but not limited to QuickBooks and Quicken. Previous accounts payable and bookkeeping experience and attention to detail are also necessary. Bookkeeper must be comfortable working with Google Drive, Spreadsheets, and data entry programs and/or NationBuilder.

Commitment Expected

The time commitment expected from this position will vary but is expected to be 3-4 hours per week.

Training and Support

Training, support, and occasional direction will be provided by the Whitewater Grocery Co. Board of Directors and Volunteer Coordinator. Additional training materials and support will be provided by the Food Co-op Initiative when applicable.