



Job Description: Office Manager

Allandale Farm is a vegetable farm and plant nursery on the Jamaica Plain/Brookline line. We are growers and retailers, with a farmstand and garden center right here on the farm. We are a team-oriented, small business that values community connection and hard work. Currently, we are looking for a friendly, thorough, and collaborative individual to join our office crew. If you are interested in applying, please send your resume and a letter outlining your experience to helen@allandalefarm.com.

Responsibilities:

- Bookkeeping: including managing the daily deposits; invoicing of sales that flow through the back office; bank deposits and monthly reconciliation; credit card bill payment and record keeping; general back-up to lead bookkeeper.
- Office administration: first point of office reception (phones, visitors); maintaining filing systems; office supply ordering; basic office tech oversight and liaise with outside tech support
- Payroll administration: oversight of payroll, including interfacing with the farm's payroll provider
- Human resources coordinating: including assisting with new employee orientation; updating employee handbook; tracking/managing employee benefit information.

Requirements:

- Highly proficient with QuickBooks (all modules) in addition to general bookkeeping experience
- Highly Proficient in MS Office Suite, in particular Excel; Database management experience
- POS system literacy highly desired; POS admin experience preferred.
- Proven customer service/client relations/teamwork experience
- 40-hours per week, year-round
- Driver's License

Compensation:

- Salary: competitive and commensurate with experience
- Paid flexible time, including personal/sick/vacation days
- Medical benefits available
- Retirement plan, after two years of employment
- Weekly CSA vegetable share, 20 weeks, June-October
- 25% store discount