



Food Craft Institute

BOOKKEEPER (PART-TIME, no benefits)

Job Description

Aug 1, 2012

The Food Craft Institute (FCI) is a lively educational institution that creates and improves the viability of small to medium-scale food businesses in America. FCI teaches traditional food production methods and business skills so graduates can launch their own artisanal food businesses. The premier fundraising event of Food Craft Institute is the Eat Real Festival (ERF). ERF is a huge food festival and block party held annually in Oakland California and other locations. FCI's mission is to help revitalize regional food systems, build public awareness of and respect for the craft of making good food and to encourage the growth of American food entrepreneurs.

POSITION SUMMARY:

Working under the supervision of the Executive Director, the bookkeeper is responsible for the day-to-day operation and maintenance of the financial records of Food Craft Institute and Eat Real Festivals. The position is part-time (5-10 hours per month or more as needed) and is based in the Food Craft Institute office in Oakland's Jack London Square.

The Food Craft Institute bookkeeper will:

1. Conduct all duties associated with accounts payable for Food Craft and the Eat Real Festival including:
 - a. Interfacing with staff and vendors
 - b. Processing invoices
 - c. Expense coding
 - d. Quickbooks and Microsoft Excel data entry
2. Conducts all duties associated with accounts receivable for Food Craft and the Eat Real Festival including:
 - a. Preparing and submitting invoices to sponsors and funders.
 - b. Management of bank deposits.
 - c. Tracking and following up on all receivables.
3. Conduct all duties associated with staff payroll and contractor payments.
4. Perform monthly bank reconciliations for Food Craft and the Eat Real Festival bank accounts.
5. Perform Food Craft and the Eat Real Festival credit card reconciliations.
6. Prepare monthly Food Craft and the Eat Real Festival financial statements.
7. Manage all cash and process cash disbursements.
8. Gather and organize required documents as backup to invoices.
9. Assist in tax filings and payments in collaboration with external tax counsel.
10. Gather and submit all necessary financial reporting to federal, city and state agencies, as needed.
11. Perform special projects and duties as assigned.

Minimum Requirements:

- Accounting degree (or equivalent degree) with at least five years of accounting/bookkeeping experience in a nonprofit organization.



- Intricate knowledge of non-profit accounting practices.
- Experience and proficiency in QuickBooks, Microsoft Word and Microsoft Excel are required.
- Keen attention to detail, organization and a commitment to high quality work.
- Excellent organizational and follow-through skills, ability to multi-task, prioritize and work under deadlines.
- Ability to enforce deadlines and policies with Food Craft and Eat Real staff, contractors, sponsors, funders and vendors.
- Ability to maintain strict confidentiality and communicate in a professional manner with Food Craft and Eat Real staff, contractors, sponsors, funders and vendors.
- Ability to deal effectively with a variety of people and work in a team environment.
- Love of good food a must! Interest in local, sustainable food and farming a plus.

Applicant must be based in the San Francisco Bay Area and be able to work in our office in Jack London Square. The Food Craft Institute is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, marital status, disability (offices are ADA accessible), genetic information, veteran status or any other basis prohibited by federal, state or local law.

This is a part-time, hourly position that is not eligible for benefits. **Compensation is competitive and will be based on experience and expertise.**

Please no calls. Please send a brief cover letter and resume to Marcy Coburn, Executive Director, provost@foodcraftinstitute.org. Please be prepared to submit references and work samples upon request.