

# AMHERST MOBILE MARKET



 /AmherstMobileMarket

## JOB DESCRIPTION

Position: Part-time Bookkeeper  
Pay: \$25 per hour for 3 to 5 hours per week  
Start Date: Immediate

The Amherst Mobile Market (AMM) is a community driven, multilingual, mobile, farmers market that offers high-quality, fresh, affordable, local, and culturally desirable foods to Amherst communities challenged by poor food access and limited income. As the *community's market*, we work to build a rich and supportive environment by serving as a hub for nourishment, information, connection, belonging, and empowerment.

Respect is a fundamental principle, and all staff associated with the AMM are required to interact with all people respectfully.

The Bookkeeper is a critical part of AMM operations. The Bookkeeper will:

1. Record financial transactions
2. Maintain and balance ledgers
3. Process invoices and payments
4. Manage payroll as needed
5. Prepare supporting documents for tax preparation

In addition, the Bookkeeper will keep track of each funding source and associated expenses. This includes:

1. Preparing financial reports based on the reporting agreements for each grant.
2. Tracking invoices, receipts and maintaining paper and electronic files on the AMM One Drive.
3. Tracking, updating and reconciling the QuickBooks accounts on a monthly basis
4. Taking responsibility for accounts payable and accounts receivable.

### Fees and Payment

- **Hourly Rate:** Bookkeeper will be compensated at an hourly rate of \$25 per hour, not to exceed 3 hours per week without prior approval from the Treasurer.
- **Time Sheet:** Bookkeeper shall provide a time sheet in support of their work each week
- **Payment Schedule:** Payments are due weekly within seven days of submission of invoice and timesheet.

Interested candidates should submit a resume and cover letter to [AmherstMM@gmail.com](mailto:AmherstMM@gmail.com)