



Non-Profit Bookkeeper:

Remote work potential for PA resident.

Part time position, 13 hrs a week, will also consider proposals from independent contractors.

Pennsylvania Farm Link is a 501(c)(3) non-profit organization working to “Link Farmers to the Future”. PFL works closely with the Pennsylvania Department of Agriculture and other agricultural organizations and businesses across the Commonwealth to support PA farmers.

We accomplish our mission of “Linking Farmers to the Future” in a variety of ways, including a land-linking database, succession planning, print and online resources and more.

Requirements:

- Expertise in non-profit financial recordkeeping.
- Advanced computer skills with expertise in QuickBooks classes system.
- Able to solve problems independently.
- Excellent communication skills.
- Travel to central PA for approximately four in person meetings/yr

Job Description:

- Remote work opportunity with willingness to attend quarterly board meetings, meet in person with the Executive Director as needed.
- Maintains and manages PA Farm Link non-profit financial records and payroll, including:
 - QuickBooks class-based record keeping system.
 - Invoicing, bill paying, & sales tax reporting.
 - Preparing required reports including quarterly financial reports.
 - Working directly w/ Board treasurer to prepare and review required reports.
 - Compiling materials and reports for annual review and provides any additional materials requested by CPA and completes journal entries.
 - Annual budget development.

Please submit a resume, cover letter including salary expectations to info@pafarmlink.org. Qualified applicants may apply for both the Program Development Associate and Non-profit Bookkeeper position.