



Practical Farmers of Iowa is seeking a Bookkeeper

Practical Farmers of Iowa is seeking a diligent, respectful and passionate professional to join our team as bookkeeper. For over 30 years, Practical Farmers of Iowa (PFI) has equipped farmers all across the state (and beyond) to build resilient farms and communities.

Practical Farmers of Iowa is successful at receiving many different grants and donations to carry out our work. This new position will be integral in keeping an organized finance system to allow for efficiency and effectiveness in programming and reporting. Practical Farmers offers a flexible, fast-paced work environment with opportunities for independent initiative and professional development.

Duties

- Record cash transactions and bank deposits
- Maintain an orderly accounting filing system
- Provide documentation for and assist with invoicing and grant reporting
- Reconcile membership and donation income between financial and donor systems
- Enter and monitor grants and deliverables in project management system
- Book travel arrangements for staff and farmers
- Liaise with IT company to provide quick and sufficient IT support for staff
- Other duties as assigned

Qualifications and characteristics

- Two or more years of experience, or associates degree in bookkeeping or accounting
- Work well with others, meet deadlines, manage several tasks at once and work independently
- Willing to learn, accountable and able to maintain confidentiality
- Data entry skills
- Detail-oriented, well organized and thorough
- Intermediate computer skills, including Microsoft Office Suite, QuickBooks, email, etc.

This is a full-time position based in our Ames office. Salary is competitive, based on experience and qualifications. This position requires some travel (mostly in Iowa), a valid driver's license, the ability to lift 50 pounds and the ability to walk long distances.

This position reports to Suzi Howk, finance and benefits director. Practical Farmers of Iowa is a family-friendly employer. The position includes full health care benefits, a flex plan, short- and long-term disability, life insurance and generous paid time off. Employer contribution to a 401K retirement plan is offered after one year of employment.

Please apply by sending cover letter, resume and references to Suzi Howk at suzi@practicalfarmers.org by **August 10, 2018**.