



August 25, 2023

Office Administrator

Organization Overview

Working Food's mission is to cultivate and sustain a resilient local food system in North Central Florida through collaboration, economic opportunity, education and seed stewardship. We work collaboratively with local government and over 30 community organizations with a systems based approach from seed to plate; building a just and equitable food system. Together we provide:

- facilities and business development support for 30+ food-based businesses;
- gardens, science, culinary and youth empowerment programs for elementary, middle and high school age students;
- community education on gardening, seed stewardship, nutrition, cooking and other food related issues;
- a regional seed bank and seed collective that partners with local growers and regional seed saving networks to steward, trial and breed locally adapted food crops and make them available to the public.

Job Overview

The Office Administrator is responsible for following comprehensive and detailed bookkeeping practices, processing payroll, overseeing new hire onboarding, managing office operations and supporting administrative functions.

Reports To

Working Food's Executive Director

Essential Functions

- Accurately identifies, verifies and categorizes financial transactions in accounting software. Preserves digital or physical copies of source documents
- Conducts reconciliation of all bank, credit card and third-party application accounts
- Performs all activities related to the accounts payable function including reviewing, coding and processing payments
- Performs all account receivable functions including invoicing, deposits and revenue recognition
- Tracks and processes all financial and data requirements of grants in collaboration with the Executive Director and Program Directors

- Complies with federal, state and local legal and taxation requirements by filing timely and complete reports including payroll, reemployment and sales taxes; advising management on needed actions
- Enters data into the payroll system for periodic payroll payments and conducts regularly scheduled audits of payroll records to ensure continued accuracy
- Updates payroll records by entering changes in exemptions, insurance coverage, demographic information, etc.
- Facilitates onboarding of new hires and interns
- Assists with obtaining or renewing insurance licenses and state and federal business certifications and filings
- Answers phone calls, responds to email inquiries and delivers a high standard of service to all visitors
- Monitors and replenishes office supplies and equipment inventory, as needed
- Arranges for and coordinates facility maintenance and meets vendors and contractors, as needed
- Maintains the office in good working condition and schedules repairs as necessary
- Receives and sorts incoming mail and deliveries and manages outgoing mail
- Establishes and maintains an organized filing system
- Assists program directors with the collection, processing and tracking of insurance, liability forms, contracts and other documentation
- Identifies opportunities for process and office management improvements and oversees the design and implementation of new systems
- Provides other administrative support as necessary, including scheduling group meetings, maintaining calendars, updating donor records, performing research and creating reports

Qualifications/Skills

- At least one year of experience in bookkeeping or budget management, preferably with a nonprofit organization
- Outstanding time management and organizational skills
- Ability to multitask and prioritize work with minimal supervision
- High level of accuracy and strong attention to detail
- Excellent communication and interpersonal skills
- Strong problem-solving and analytical skills
- Proficient in Microsoft Office and Google Suite, particularly Excel and Google Sheets
- Proficiency in Slack and Xero preferred, but training is available for the right candidate

Hours and Compensation

- 30 hours per week with generous paid leave benefits
- \$18 - \$21/hour, commensurate with experience
- Cost of living and merit increases are considered annually as part of the operating budget planning process, and are determined by the Board of Directors

Other Requirements

- In office work required, with no more than 20% of scheduled hours performed remotely
- Work hours are scheduled Monday - Friday between 8am and 5pm

To Apply

Please send a cover letter, resume, and list of three professional references to jobs@workingfood.org.

Working Food is an equal opportunity employer that is committed to increasing equity, diversity, and inclusion in all elements of our work. Working Food hires, trains, compensates, and promotes regardless of race, marital status, religion, age, mental or physical disability, national origin, citizenship, ancestry, sex (including pregnancy), sexual orientation, gender identity (including gender nonconformity and status as a transgender individual), past, current, or prospective service in the uniformed services, in addition to any other characteristic protected under applicable federal, state, or local law.