



JOB DESCRIPTION:

Accounts Payable Coordinator

REPORTS TO: Controller

FLSA CLASSIFICATION: Part/Full-time, Non-exempt

DATE REVISED: April 2024

DEPARTMENT: Overhead

SUMMARY

Swamp Rabbit Cafe and Grocery is a mission-driven business passionate about being a force for good for the community. Our mission is to buy, sell, and cook with fresh, local food and to provide a community space where people come together to celebrate meals. We envision a community that supports a just and sustainable food system that allows small local farmers to thrive. We do this through our scratch made bakery, our cafe, our grocery, the food hub, and through community events and participation. As we grow our team, we seek individuals that believe in our mission and are invested in making our vision a reality.

The Swamp Rabbit Cafe and Grocery is a showcase for local farmers and food artisans. We buy from over 300 local producers to provide the community with a convenient and fun connection to those producers. In order to be successful and continue to thrive, we need constant and up to date financial information to guide us! We need someone passionate about our mission who is able to effectively execute the weekly accounts payable cycle with accuracy and attention to detail, as well as support the finance team in projects and reporting.

ESSENTIAL JOB FUNCTIONS

- Under oversight from the Staff Accountant and Controller, coordinates the full accounts payable lifecycle from managing and creating vendors, coding, scanning and entering invoices into accounting system
- Communicates with vendors to follow up on missing documents, clarification of invoices, and to address any unresolved A/P issues
- Collaborates with receiving and buying teams to correctly code invoices to correct department and troubleshoot discrepancies
- Record cash receipts and deposits
- Daily cash management including but not limited to, cash counting, bank deposits, change making
- Assists in reconciliation of point-of-sale records, various balance sheet accounts, etc.
- Assists with annual 1099 preparation and ensures W-9s are on file for all vendors
- Monitors credit card activity and reports on any discrepancies to Controller and Leadership Team
- Gather and assist with tracking receipts, bill discrepancies, and expense reports
- As assigned, completes special reports such as tracking egg or strawberry movement, waste reduction, time and weather effects on sales, etc.
- As assigned, assist with additional reports or data collection and analysis
- Assists with Inventory counting, organization, and reconciliation as needed
- Completes and processes business related forms/paperwork such as membership applications, renewals to professional organizations, census reports, etc.
- Maintains file and document organization and identifies opportunities to streamline and create efficiency
- Scans and inputs paperwork into an electronic database
- Manages specific office projects including organizing digital and physical documents, drafting contracts, tracking data, etc
- Performs other duties as assigned by SRCG Leadership Team

JOB REQUIREMENTS

- High school diploma or equivalent
 - Must agree to background check.
 - Strong computer skills with a proficiency in Google Suite (Drive, Sheets, Docs), Microsoft Excel, and Microsoft Word
 - Must have a basic understanding of general ledger accounting, Experience working in Quickbooks Online strongly preferred
 - Must be an excellent communicator
 - Must communicate through company designated platforms including, but not limited to Slack, Paylocity and email
 - Is an active part of the Swamp Team so adheres to high standards of service, quality, and presentation
 - Takes initiative to help any area of the business if possible
- Performs other duties as assigned and requested. It is understood that every incidental duty connected with operations detailed in this job description are not always specifically described. Employees may be required to perform duties not within their job description as requested at the discretion of SRCG Management.



ESSENTIAL SKILLS AND EXPERIENCE

- Must possess a passion for local food and an interest in telling the story behind it.
- Must conduct oneself in an honest, professional and respectful manner at all times.
- Must possess a love of people, interact with people well, and possess a desire for excellent customer service.
- Able to take direction, work independently, and as a member of a team, and able to create working relationships.
- Able to interact with employees and customers in stressful situations and/or conflict in a non-threatening and redemptive way.
- Must be highly motivated, hard working, and possess a positive, enthusiastic attitude.
- Must pay attention to details, be organized, and able to handle multiple priorities simultaneously.
- Must have problem solving skills, be flexible, creative, and able to adapt to change when required.
- Must possess good interpersonal skills and communicate well verbally and in writing.
- Must have reliable transportation and report for work in a timely manner.

ESSENTIAL SAFETY SKILLS - WORK ENVIRONMENT

SRCG requires that PPE (Personal Protective Equipment) such as safety shoes, gloves, etc. be used or worn by employees whenever workplace hazards are discovered that could damage any part of the body to eliminate and/or reduce the hazards employees face in their daily job duties. **PPE will not be used as a substitute for safe work practices, machine guards, or other controls. PPE is to be used in conjunction with these controls to increase employee protection.**

ADA COMPLIANCE

SRCG is an Equal Opportunity Employer. ADA requires the SRCG to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

ADA GUIDELINES- PHYSICAL DEMANDS

Stand:	Occasionally	Reach Out/Above Shoulder:	N/A	Lift 20 pounds or less:	Occasionally
Walk:	Occasionally	Ascend/Descend Stairs/Ladders:	Occasionally	Lift 20-50 pounds:	N/A
Sit:	Constantly	Squat or Kneel:	N/A	Lift 51-100 pounds:	N/A
Handling:	N/A	Bend:	N/A	Lift > 100 pounds:	N/A

DEFINITIONS

N/A- Not Applicable	This activity is not applicable to this position
Occasionally	Occupation requires this activity 33% of the time (0 - 2.5+ hours a day)
Frequently	Occupation requires this activity 33% - 66% of the time (2.5 - 5.5+ hours a day)
Constantly	Occupation requires this activity more than 66% of the time (5.5+ hours a day)

PAY AND BENEFITS

- Pay: \$16-\$18 per hour depending on experience and abilities
- Wage increase available if exceeding requirements
- Higher hourly wages on Sundays
- Comprehensive benefit package including health, dental, and vision insurance (available to full time employees)
- HSA contributions for eligible health plans
- Paid Time Off (available to full time employees)
- Sabbatical program for all employees
- Other benefits include 20% Swamp discount, free shift meals, Employee Assistance Program and discounted bike share program

SRCG has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and SRC&G reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

The Swamp Rabbit Cafe And Grocery is proud to be an equal opportunity employer. This is not a contract. No information in this document will alter the at-will employment relationship. Position is open until filled.



Interested candidates should complete an [APPLICATION HERE](#).