

Bookkeeper - Woldhuis Farms Sunrise Greenhouse

Position Type: Part-Time; Full-Time available with additional responsibilities

Department: Accounting

Position Overview

The Bookkeeper oversees all outgoing financial transactions for Woldhuis Farms Sunrise Greenhouse, ensuring bills, vendor accounts, and company expenses are accurately recorded, coded, and paid on time. The bookkeeper also will assist with posting income into our accounting system. This position requires attention to detail, organizational skills, and a proactive approach to managing multiple vendors and departments across our seasonal business cycles.

This is a part-time position with flexible hours. Full-time is possible with additional responsibilities. Workload will vary by season: heavier hours are expected in peak spring (March–May) but stabilize into a regular routine most of the rest of the year. The individual must be available as needed to ensure all accounting duties are completed on schedule each week.

Key Responsibilities (may include, but not limited to)

Accounts Payable and Receivable Management

- Enter and code vendor bills accurately in the accounting system (QuickBooks).
- Ensure all vendor invoices are properly approved before payment.
- Process and schedule check runs or ACH payments according to company policy.
- Maintain current vendor records, including contact information.
- Assist with maintaining wholesale account documentation, including tax exempt forms and resale certificates.
- Reconcile vendor statements monthly and resolve discrepancies promptly.
- Track and organize receipts for credit card purchases.
- Manage recurring expenses and subscriptions.
- Assist with maintaining expense categories by department (production, retail, wholesale, etc.).
- Assist with taxes as needed.
- Enter wholesale payments and daily retail sales total into accounting system.
- Reconcile all bank accounts at least once a week

Month-End and Reporting Support

- Prepare monthly payable summaries and expense reports for the overseeing owner.
- Reconcile credit card statements and review for accuracy.
- Support outside accounting firm with documentation for monthly close and financial reporting.

- Create regular reports as directed.

Compliance and Recordkeeping

- Maintain digital and physical filing systems for invoices, payments, and statements.
- Verify vendor tax documentation (W-9 forms) and assist with 1099 preparation.
- Follow internal financial policies and maintain confidentiality of financial information.

Required Skills and Attributes

- Strong attention to detail and accuracy in data entry.
- Excellent organizational and time management skills.
- Ability to prioritize tasks during high-volume periods.
- Proficiency with QuickBooks (Online or Desktop), Excel, and general accounting software.
- Good communication skills for vendor and internal coordination.
- Dependable, self-motivated, and able to work independently.

Qualifications

- 2+ years of experience in accounts payable, bookkeeping, or related accounting role preferred.
- Experience in a retail business environment preferred.
- Familiarity with basic accounting principles and financial recordkeeping.
- Valid driver's license and reliable transportation.

Work Schedule and Expectations

- Average 10–20 hours per week annually, varying by season.
- Additional hours may be required during peak spring (April–May) and fall seasons.
- Flexibility to adjust hours based on workload and business needs.
- In-person presence required on-site in Grant Park, IL.
- Handle any other responsibilities as assigned.

Compensation and Benefits

- Competitive hourly rate.
- Seasonal flexibility and family-oriented work environment.
- Employee discount on plants and seasonal decor.
- Potential for additional hours or growth opportunities within the business.

To apply send resume and Sunrise Employment Application to hr@woldhuisfarms.com.