



Position: Data Entry

Hours: 20-30 hours per week

Rate of pay: \$18-\$21 hour + benefits (better to have a range of pay)

ABOUT THE ORGANIZATION:

The New Mexico Farmers' Marketing Association (NMFMA) is a 501c3 non-profit educational organization dedicated to strengthening the local food system by supporting agriculture producers and cultivating strong networks for a healthier New Mexico. We envision a food system where farmers earn a fair price for their products, and where fresh, healthy, culturally appropriate food is available and affordable for everyone. The organization is a vibrant non-profit environment where we value employees and the unique skills and knowledge they contribute.

POSITION DESCRIPTION:

This position is highly administrative. The Data Entry position provides internal support to the NMFMA finance director. The position requires impeccable attention to detail, the ability to effectively manage information and data, and persistence in communications with staff, vendors, and members.

REPORTS TO: Finance Director

RESPONSIBILITIES: The job may include, but is not limited to, the following activities:

- Data entry/bookkeeping: Entering transactions into QuickBooks & Maintaining daily records
- Supporting the finance director during annual audit with records and reports
- Other accounting projects
- Maintaining employee records, etc.
- General office support such as renewal of licenses, equipment updates, etc.

QUALITIES WE'RE LOOKING FOR INCLUDE:

- Experience in QuickBooks desktop and/or bookkeeping would be helpful, but not required
- Highly organized with excellent attention to detail, record-keeping skills, and ability to meet deadlines
- Well-versed in technology or computers
- Proficient in Microsoft Word and Excel
- A self-starter comfortable working with others as well as independently
- Commitment to the NMFMA's mission, vision, and values

OTHER: Employee must live in or near Santa Fe. Most of the work must take place in our Santa Fe home office. The NMFMA is committed to diversity and inclusion in its hiring practices.

BENEFITS: Health insurance, vacation, paid holidays and Simple IRA are offered (prorated for hourly employees)

TO APPLY: Please submit a letter and resume to: chgonzales@farmersmarketsnm.org

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