

**Job Description: Farm Bookkeeper and Office Manager****Company:** Balet Flowers & Design**Location:** Malta, NY (Saratoga Region)**Position Type:** Part-Time**About Balet Flowers & Design**

Since 1995, Balet Flowers & Design has been providing flowers and plants to customers across the Saratoga region. We are a family-owned business specializing in high-quality annuals, perennials, shrubs, and vegetable plants, as well as handmade pottery and floral designs for weddings and events. Our business operates year-round with a high-intensity peak from April through July.

**Role Overview**

We are looking for a positive, solutions-oriented professional who can manage our books and act as the business operations backbone for our farm management team.

**Responsibilities****1. Finances and Bookkeeping**

- Record and categorize income from our garden market, farmers' markets, gardenscaping clients, floral design projects, classes and other sources.
- Manage payments to suppliers and vendors for flowers and plants, gardenscaping materials, and other services and materials.
- Process payroll for staff, including tracking billable hours for specific jobs.
- Assign appropriate expense codes for incurred expenses for CC, checks & receipts. Organize and file receipts provided by staff.
- Ensure new suppliers are added to the master vendor list, as needed provide our tax & farmers tax exemption forms.
- Collect a copy of tax id & insurance coverage from contractors as needed.
- Confirm that purchase orders or invoice match product received and filing all physical and digital receipts.
- Manage consignment vendor files and agreements and coordinate semi-annual payments.

**2. Administration**

- Fill out insurance reports & audits as needed
- Oversee payment of monthly sales tax.
- Ensure all contracts, receipts, and business documents are filed and managed appropriately.
- Maintain records for New York State sales tax, farm business exemptions and other sales tax exemptions.

- Help implement systems for managing inventory of plants, hard goods, and other materials.
- Review employee purchases to ensure compliance with business policies
- Coordinate adding employees to vehicle insurance, vehicle maintenance, and other administrative tasks.

### **3. Payroll and Staff Support**

- Process payroll for staff and manage bi-weekly paychecks
- Provide new employees with documentation and benefits information, as needed.
- Add new employees to payroll and file employee documentation.
- Document employee completion of onboarding and employee agreement
- Assist with the preparation and issuance of annual 1099 forms for contractors and W-2 forms for employees, confirm collecting contractor insurance and W-9s.

**Payroll and Staff Support**

### **4. Management**

- Generate quarterly Profit & Loss (P&L) and Balance Sheet statements
- Update the Fixed Asset Register for new equipment or vehicle purchases and recording depreciation.

### **Qualifications**

- 3+ years of bookkeeping experience. Experience in retail, horticulture, or a service-based trade is highly preferred.
- Strong proficiency in QuickBooks Online and Excel. Experience with POS systems (like Square and Lightspeed) and their integration with accounting software is a plus.
- Familiarity with New York State labor laws and sales tax requirements is beneficial.
- Ability to work independently with a problem solving attitude, exercise a high level of discretion with family-business finances, and bring an appreciation for the seasonal rhythm of farm life is essential.

### **Schedule & Environment**

- Compensation: \$23-26/hour
- Part-Time: Approximately 15–25 hours per week
- Seasonality: This is a year-round position with an understanding that hours may increase slightly during the growing season (March–October) or year-end tax preparation and decrease slightly during the winter months.
- Location: A regular presence at our Malta farm is required to manage documents and coordinate with the owner and other staff.

### **How to Apply**

Please submit your resume and a cover letter highlighting your interest and experience with to [baletflowers@gmail.com](mailto:baletflowers@gmail.com).