



KUHN ORCHARDS, LLC

1041 Old Route 30, Orrtanna, PA 17353
Phone: (717) 334-2722 | Fax: (717) 337-2450
Email: sidkuhnorch@gmail.com
www.KuhnOrchards.com

Job Description – Office/Accounting Manager & Farmers Market Team Member/Leader

Title:

Office/Accounting Manager & Farmers Market Team Member or Leader

Description:

Year-round work coordinating office, accounting, and payroll tasks for Kuhn Orchards. Attend 1 or 2 weekend farmers markets as Team member or leader from May through November.

If candidate is interested in additional work, we have opportunities to attend farmers markets on Wednesdays and Fridays, and can offer work cleaning the offices, working in the packinghouse, operating a forklift, or helping with marketing. Opportunity is available to attend 1 or 2 markets per week in the winter months, depending on interest of candidate. **We are willing to work with the right candidate to customize a job opportunity for them.**

Our preference is to find a candidate willing to attend at least one weekly farmers market in addition to the accounting and office management duties, but we are willing to consider a candidate who is only interested in the office management duties if necessary.

Wages:

Hourly Pay

- Regular hours: \$ 19.00/hr. to \$20.00/hr. based on experience with bookkeeping and Quickbooks
- OT hours: Time and a half for Overtime hours (more than 8 hours/day)

Farmers Market Pay

- Paid at current year market pay schedule as Team Leader, Sub-Team Leader and Team Member Pay (see separate job descriptions)

Benefits:

All benefits start after 90 days of employment

- Simple IRA Retirement Account – Employer matches employee’s contribution up to 3% of pay. Employee may contribute more.
- Two (2) paid holidays a year – Memorial Day and 4th of July
- Eighteen (18) hours of paid vacation starting in first year and increasing by 6 hours each year to a maximum of 90 hours

Schedule:

Office/Accounting: 2 to 3 days/week (must work Tuesday for payroll, other days flexible) – 8 hours/day

Farmers Markets: from May-November, attend 1 or 2 farmers markets per week on Saturday and/or Sunday (based on interest of candidate)

Main Duties – Priority Duties:

From May through November: attend 1 or 2 farmers markets per week on Saturday and/or Sunday (*for detailed farmers market job duties please see separate job descriptions*)

Complete Payroll on a weekly basis

Pay Federal payroll taxes on a weekly basis

Pay PA withholding taxes when due

Prepare and make bank deposits for farmers markets and wholesale customers weekly or as needed



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Enter deposits into Quickbooks accounting software, including credit card sales through Square
Enter invoices and bills into Quickbooks as they are received
Pay bills weekly
Enter company credit card charges into Quickbooks
Reconcile bank accounts with monthly statements
Transfer funds from Line of Credit as needed, and repaying Line of Credit when possible
Backup Quickbooks files onto a USB drive once per week (every Tuesday) at a minimum, or if possible, at the end of the day when new information is entered into Quickbooks – keep USB drive in fireproof cabinet
Pay Virginia Sales Tax monthly
Report and pay fees to farmers market managers (based off of our sales at the market) weekly
Keep record of sales made through the various farmers market supplemental payment programs (DC WIC and Senior FMNP, DC Produce Plus, vouchers, SNAP tokens, matching coupons, etc.) and verify reimbursement amounts are correct
Maintain updated spreadsheet of farmers market sales
Ensure sufficient change (coins and bills) is available for farmers markets – put change into market briefcases weekly
Check tablets used for farmers market credit card sales weekly for updates, offline sales, Farmers Register uploads, etc.
Ensure market briefcases have updated paperwork and sufficient copies of paperwork (such as money record sheets, invoices, market schedules, etc.)
Assist with operation of online store and farmers market customer phone orders when available
Maintain updated inventories of fruit in cold storage for each grower/customer – provide to customers as needed
Report new employees to PA New Hires
Coordinate with Farm Credit Accountant for filing of Quarterly tax reports and pay any local withholding , Local Service, Federal Unemployment and PA Unemployment taxes that are due
Coordinate with Farm Credit Accountant for the preparation of year-end tax documents such as W-2's and 1099's
Ensure plenty of up-to-date hiring forms are available
File paperwork in Employee files, Vendor files, Customer files, etc.
Answer phone in office, take messages, assist with making copies
Save important files on the network Shared Folder so they can be accessed by General Mgr.

Other duties, as time allows/as needed:

Generate Profit & Loss Statements and Farmers Market Sales statements every other week and email to General Mgr.
Order supplies
Print out labels for jars of jam
Print out stickers for crates including: apple varieties, NQP, BFM, White, etc.
Update Chemical SDS sheets
Make/Print out bin tags for Apple, Peach, Nectarine and Pear varieties, Berries, Cherries, etc.
Assist with market preparation or packing fruit if needed
Update company website
Assist with the creation and updates to marketing materials – such as email newsletter and website
Assist in recordkeeping for Food Safety Plan



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Qualifications:

- Availability to attend farmers markets on most Saturdays and/or Sundays from May through November
- Knowledge of (or ability to learn) Quickbooks Accounting Software
- Knowledge of (or ability to learn) Square program for credit card sales
- Competent with handling of money
- Some knowledge of accounting is beneficial
- Knowledge of fruit and vegetable production and sales is not required, but is beneficial
- Willingness to put in longer hours during harvest and market season in recognition of seasonality of business
- Valid driver's license
- Ability to safely lift 30 lbs.
- Good organization skills
- Bilingual English/Spanish beneficial