



AR/AP Associate Corporation for Findlay Market Position Description

Overview of Findlay Market AR/AP Associate

The AR/AP Associate is a full-time, year-round position with a normal schedule of Monday-Friday. Performance will be reviewed on an annual basis and will primarily be based on performance of the Accounts Receivable and Accounts Payable functions. Support of the office and professional staff administrative needs will also contribute to the annual performance appraisal.

AR/AP Associate Role Description

Findlay Market is Ohio's longest running public market and an historic landmark. Key to its current and future success is the **Corporation for Findlay Market moving towards operational financial independence as external financial pressures for public dollars increases. Operating with great efficiency in our financial operations will ensure a clear financial picture for the organization and allow us to align resources appropriately to move towards this goal.**

The Corporation for Findlay Market has several operations under management, each with their own financial tracking, reporting and analytical needs. The core operations of the market are managed through our main accounts. CFFM also supports Findlay Kitchen as a stand-alone operation, and has recently launched a culinary training program and restaurant (Social OTR). The AR/AP Associate will support all three entities.

The AR/AP Associate will be responsible for ensuring that the financial tasks and office tasks are completed efficiently and effectively.

Position Goals

The AR/AP Associate success will be measured in part by the following goals:

- Objective 1: CFFM will provide an environment for independent food-related businesses to start, grow and scale / Ensure Findlay Kitchen and Social OTR is revenue growing
 - Findlay Kitchen and Social OTR will rely on accurate and timely financials to ensure progress is being made towards this goal
- Objective 2: CFFM will move toward financial independence
 - All goals under this objective will require quality financials

Principal Duties & Responsibilities

AR/AP:

- Accounts Payable
 - Enter all bills and invoices into QuickBooks
 - Print weekly report for bill payment approval and provide to Director of Finance and Operations
 - Print checks and provide to appropriate personnel for approval and signatures



- Accounts Receivable
 - Ensure all payments to CFFM are deposited accurately and in a timely fashion
 - Cash: If cash is received, ensure it is counted and provided to Jr. Controller with information about what it is for
- Invoicing
 - Monthly Rent/CAM Bills
 - Vendor Invoicing – generate and distribute monthly bills
 - Events, Sponsorships, Monthly City
- Checks
 - Manage the distribution of checks for delivery and mailing
- Filing
 - File invoices in the appropriate folders within the file cabinets or digital filing within folders on computers
- Payroll
 - Manage weekly and biweekly payroll processes
 - Input PTO requests
 - Review PTO reports
- Confidentiality
 - Ensure the care and confidentiality of all financial information to which you have access, because of the sensitive nature of this information, any breach of this can result in immediate termination from CFFM

Office Duties:

- Office Maintenance
 - Oversee phone system, update phone tree, answer phone, return messages
 - Manage Post Office lockbox, pick up office mail and assist with office deliveries
 - General office organization
 - Keep track of, organize and order supplies (kitchen, office, restrooms, Market Center, new hire supplies, etc.)
 - Troubleshooting – phone system, internet, IT support, equipment
- Market Traffic
 - Update daily traffic counts
 - Create annual traffic reports
- Market Center
 - Pick up checks
 - Assist with work order coordination
 - Assist with DCI Gift Card Program
 - Manage supplies and assist with inventory management
- Human Resources/Organization Culture
 - Ensure staff contact list is up-to-date
 - Organize office parties and celebrations



Values, Skills, Knowledge and Abilities

- Financial and QuickBooks experience preferred
- Office management experience preferred
- Knowledge of organizational & management practices and budgeting & accounting principles
- Demonstrated ability to recruit train and manage and supervise a staff team
- Skill and experience in program development and execution, coordinating activities, evaluating data and establishing priorities
- Demonstrated ability to work in a proactively diverse and inclusive organization
- Excellent, proven interpersonal, verbal and written communication skills
- Effective problem-solving and mediation skills
- Demonstrated ability to share skills and knowledge with others
- Proficiency with office computer equipment and software
- Demonstrated ability to multi-task and work in a fast-paced environment
- Proven ability to cope with conflict, stress and crisis situations
- Continual on the job learning is required
- Must be able to work some non-traditional hours, including evening and weekends

Application information

- Deadline to apply is Wednesday, February 20, 2019
- Applicants should send their resume and cover letter to: info@findlaymarket.org
- For questions, please email info@findlaymarket.org or call 513-744-8003

The Corporation for Findlay Market is an equal opportunity employer.