

Job Title: Office & Finance Associate

Location: Bluebird Grain Farms / 19611 Highway 20 / Winthrop, WA 98862

Contact: Gavin Gregory gavin@bluebirdgrainfarms.com

Position Overview: Are you a highly organized professional who loves balancing both numbers and people? Join our growing organic grain company and help keep our operations running smoothly behind the scenes. In this dynamic role, you'll take hands-on ownership of our daily bookkeeping and financial operations while also delivering excellent customer service to our wholesale and retail partners. We seek adaptable communicators with basic accounting experience, solid computer skills, and a willingness to tackle diverse administrative tasks. Attention to detail and the ability to work both independently and as part of a team are also key. Join us!

Work Schedule:

- Monday through Friday, 8 a.m.– 4 p.m. (up to 40 hours per week)
- Weekends and most federal holidays are off

Role Overview: The Office & Finance Administrator is a dynamic, flexible role designed to support the core administrative, financial, and customer service functions of Bluebird Grain Farms. This role bridges the gap between back-office financial health (bookkeeping, AP/AR) and front-office customer success (sales support, order entry, and office management), while providing essential administrative support for our SQF compliance program.

Key Responsibilities

1. Financial Operations & Bookkeeping

- **Accounts Payable & Receivable:** Process vendor bills, schedule timely payments, receive customer payments, and manage daily deposits across all platforms (e.g. QuickBooks).
- **Account Care:** Review AR aging reports, manage credit applications for Net30 terms, and process freight damage claims.
- **Reconciliation:** Perform monthly reconciliations for bank accounts, credit cards, and sales statements from assorted marketplace accounts.
- **Payroll Support:** Assist with bi-weekly payroll processing, syncing QuickBooks Time entries, and managing basic employee financial setup.
- **Tax Reporting:** Prepare and file state and federal compliance reports, ensuring all tax deposits are calculated correctly and submitted on time.

2. Customer Success & Sales Support

- **Customer Service Lead:** Serve as the point of contact for retail and wholesale customer inquiries, ensuring professional and timely resolution of issues.

- **Order Management:** Oversee the entry of B2B and B2C sales orders, ensuring pricing accuracy and communicating lead times with the production team.
- **Account Onboarding:** Process new wholesale and distributor account applications and provide necessary product documentation.

3. Office Operations & Compliance Support

- **Food Safety Administrative Support:** Assist our food safety program by organizing and filing Approved Supplier documentation, COAs, and ensuring daily/weekly sanitation and production logs are collected and filed correctly.
 - **Office Logistics:** Manage office supplies, mail processing, and general administrative systems to keep the facility running smoothly.
 - **Cross-Departmental Liaison:** Ensure accurate information flows between the finance, sales, and production teams.
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Requirements

- **Attention to Detail:** Maintain high accuracy in financial data entry, sales order processing, and SQF compliance documentation, ensuring zero discrepancies.
 - **Strong Communication:** Communicate clearly and professionally with customers, vendors, and internal team members, both verbally and in writing.
 - **Financial Aptitude:** Demonstrated ability to confidently manage foundational bookkeeping tasks, including AP/AR, bank reconciliations, and payroll preparation.
 - **Computer Literacy:** Proficiency with accounting software (e.g., QuickBooks), order management systems, and Google Workspace tools, with a demonstrated ability to type accurately.
 - **Organizational Flexibility:** Ability to seamlessly transition between focused, analytical tasks (bookkeeping) and responsive, customer-facing duties (sales/customer service) while managing time effectively.
 - **Compliance Awareness:** Understanding of, or willingness to learn, food safety documentation standards to support the facility's SQF program and record-keeping requirements.
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What We Offer:

At Bluebird Grain Farms, we value honesty, consistency, and employee well-being. We are committed to creating a positive and supportive and long term work environment for all team members.

Wage: Wage will be paid on an hourly basis, employees are paid every two weeks on Friday. Wage will range from \$20.00-\$24.00 per hour depending on experience and qualifications.

Benefits: Up to 40 hours of paid vacation time, annually. Accumulated paid sick and family leave. Retirement plan options after 6 months of successful employment. Up to 15 lbs of Bluebird Food Products per month for home use.

How to Apply:

If you're excited about sustainable food production and eager to join a small but mighty team that values quality and integrity, we'd love to hear from you!

1. Please send a resume with a cover letter stating your interest to gavin@bluebirdgrainfarms.com or mail to Bluebird Grain Farms ATTN: Gavin Gregory / 19611 Highway 20 / Winthrop WA 98862
2. Complete the following [Google form](#) job application.