



610 S State Rte. 89A -Flagstaff, AZ 86005
(928) 526-0202

Job Description - Bookkeeper - Level 1

We are seeking a bookkeeper, with some experience, to join our growing team.

Viola's currently has two divisions, an outdoor nursery and an event venue.

Job duties include:

- Manage Accounts payable
- Manage Accounts receivable
- Process Payroll
- Prepare and schedule quarterly payroll tax payments
- Prepare sales tax reports
- Other duties as assigned

QuickBooks Online experience preferred.

Must obtain QuickBooks Online certification within 3 months of hire date.

The position currently requires 20 hours per week, however, hours may increase as the business needs increase.

Sick time off is offered in compliance with Arizona law.

Starting salary depending on experience.

COVID-19 considerations:

Our staff is mindful of social distancing and masks are required of all employees and customers.

Send resume to info@violasflowergarden.com

We look forward to reviewing your resume. Thank you for your interest in Viola's Flower Garden.



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Receiving (POS) Manager

Under supervision of management will perform duties as follows:

Shipment Receiving:

- Receive product
- Count and verify product
- Immediately document shipment discrepancies or damaged product
- Sign and give verified receiving paperwork to driver
- Contact vendors for credits and communicate shipment issues
- Communicate to Billing Manager if shipments are good so they can proceed with payments
- Communicate to Billing Manager if shipments are requiring credits or adjustments so they can settle credits
- Communicate to Billing Manager what credits to expect and update credit log
- Lead staff in shipment receiving procedures.

POS Requirement after verifying shipment:

- Entering purchase orders into POS system
- Receive Vouchers into POS system
- Enter new items into POS system
- Confirm item pricing is correct in POS system
- Print price tags for shipments
- Check and verify inventory needs in POS system
- Update Receiving vouchers to include credits before Billing Manager pays
- Lead staff in POS changes and trainings

Customer Service:

- Share product knowledge
- Show customers around
- Ring up customer at registers
- Load Customers product
- Help customers to their cars
 - May require lifting and loading large bags of soil
- Seek help from others if you do not have the solutions
- Attentive and Kind personality

Product processing and merchandising:

- Unload product from trucks **May include large trees and shrubs
- Unload racks of product
- Return racks to trucks
- Priceproduct

- Place product on displays
- Replenish displays with product as they get empty
- Clean and refresh displays as needed
- Remove and document bad product
- Communicate to management any observed product needs

Other Daily Duties:

- Open and close registers
- Cashiering and ringing up customers when shipment is done
- Cleaning Cash registers
- Communicate register needs

Availability Requirements: Must be available Monday- Friday from 7a-8p. Hours will vary depending on shipment times and weather. Will work 40 hours a week. For special events you may be asked to work some weekend dates.

Weather affects the longevity and necessity of shifts. Some days you will be required to come in early or stay later than your scheduled time if the weather requires covering and uncovering plants and products.

This is a seasonal position. Your services may be required at varying capacity depending on how busy the nursery is. Spring/Summer hours will vary. Viola's is a seasonal nursery, so you may be asked to come back and work Fall or Winter season depending on availability and necessity.

Compensation: \$16/hr



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Nursery Cashier/Sales Associate 2021

\$15.00 hourly rate

Under supervision of management will perform duties as follows:

Customer service

- Share product knowledge and show customers around
- Load Customers product
- Help customers to their cars
 - May require lifting and loading large bags of soil or heavy product
- Seek help from others if you do not have the solutions
- Attentive and Kind personality

Register/Cashiering

- Ring up customers product fast and efficient
- Accurately process payments including giving and counting back change to customers
- Catch any damaged product before customer purchases
- Exchange product for customer
- Observe and correct price discrepancies
- Communicate to Receiving Manager item and POS issues
- Open and count the cash drawer
- Close and count the deposit at the end of day
- Clean up cash register area
- Replenish cash register area with bags/supplies/tapes, etc
- Educate yourself and co-workers on daily promotions and happenings
- Greet and acknowledge customers who come in or leave

Product processing and merchandising

- Remove product from trucks
 - May include large trees and shrubs
- Unload racks of product
- Return racks to trucks
- Price product
- Place product on displays
- Replenish displays with product as they get empty
- Clean and refresh displays as needed
- Remove and document bad product
- Communicate to management any observed product needs

Property Maintenance

- Build and set up tables and fixtures
 - May require moving and lifting pallets, cinder blocks, leveling ground
- Assist in any property landscaping needs
 - May require planting and digging
 - Graveling and laying out wood chips
 - Clean plants and replanting as necessary
- Clean up and take out trash and overall property cleanliness

Availability Requirements: Must be available at least 4 days a week. Hours will vary from 7a-8p. Weather affects the longevity and necessity of shifts. Some days you will be required to come in early or stay later than your scheduled time if the weather requires covering and uncovering of plants and products.

This is a seasonal position. Your services may be required at varying capacity depending on how busy the nursery is. Spring/Summer season hours will vary weekly. Viola's is a seasonal nursery, so you may be asked to come back and work Fall or Winter season depending on availability and necessity.

If you are interested in applying.

Please email your resume to: info@violasflowergarden.com and mention you are interested in the cashier position.



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Nursery Retail Associate 2021

\$15.00 hourly rate

Under supervision of management will performs duties as follows:

-Customer service

- Share product knowledge
- Show customers around
- Load Customers product
- Help customers to their cars
 - May require lifting and loading large bags of soil
- Seek help from others if you do not have the solutions
- Attentive and Kind personality

-Product processing and merchandising

- Remove product from trucks
 - May include large trees and shrubs
- Unload racks of product
- Return racks to trucks
- Price product
- Place product on displays
- Replenish displays with product as they get empty
- Clean and refresh displays as needed
- Remove and document bad product
- Communicate to management any observed product needs

-Property Maintenance

- Build and set up tables and fixtures
 - May require moving and lifting pallets, cinder blocks, leveling ground
- Assist in any property landscaping needs
 - May require planting and digging
 - Graveling and laying out wood chips
 - Cleaning and re-planting as necessary
- Clean up and take out trash and overall property cleanliness

Availability Requirements: Must be available at least 4 days a week. Hours will vary from 7a-8p. Weather affects the longevity and necessity of shifts. Some days you will be required to come in early or stay later than your scheduled time if the weather requires covering and uncovering plants and products.

****This is a seasonal position.** Your services may be required at varying capacity depending on how busy the nursery is. Spring/Summer season hours will vary weekly.

Viola's is a seasonal nursery, so you may be asked to come back and work Fall or Winter season depending on availability and necessity.