

Finance & Grants Specialist

Mission: We're a community of farmers and supporters, focused on education and evidence-based research, for the purpose of building a more economically-just, environmentally-regenerative, and community-focused food system.

Position overview: We're seeking a Finance & Grants Specialist to play a pivotal role in strategizing and overseeing PASA's financial protocols and grant management procedures. At least initially, the Finance & Grants Specialist will report to the Executive Director, but will receive substantive guidance from the Systems Analyst.

These are two complementary part-time positions that we aim to fill with one employee. While this position includes managing grants, we do not expect the Finance & Grants Specialist to be responsible for writing grants.

This is a primarily remote position with some in-office workdays and monthly in-person all-staff meetings. All employees are required to attend our annual Sustainable Agriculture Conference, which takes place each February in Lancaster, PA. Employee must comply with PASA's remote employee policies.

Financial management responsibilities:

- Conduct day-to-day bookkeeping and accounting functions, with support from Administrative Assistant and guidance from the Systems Analyst and the Executive Director
- Comply with local, state, and federal reporting requirements
- Develop financial protocols and systems for staff, and monitor adherence to them
- Regularly assess and report on the financial health of organization, considering strategies for improvement and growth
- Monitor for variances in the budget, and report any issues
- With guidance from the Executive Director, act as primary contact to external accountant and auditor
- Manage cash flow projections, monitor bank accounts, review accounts payable/receivable, prepare financial statements and help prepare for financial audits
- Reconcile bank accounts monthly
- Establish and monitor grant-related financial reports and progress
- Work with Systems Analyst to develop, tag, and monitor equipment
- Maintain an orderly electronic accounting filing system in both Quickbooks and Google Suite
- Other finance-related tasks as deemed necessary at the request of the Executive Director

Financial management qualifications:

- Demonstrated experience with bookkeeping, budgeting, and financial reporting
 - Comprehensive understanding of Good Accounting Principles (GAP)
 - Experience with Quickbooks required; experience with Google Suite preferred
 - Associate or bachelor degree in accounting, finance, or a related field; or at least three years of experience in an accounting-related position
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Grant management responsibilities:

- Conduct day-to-day grants management functions, monitoring multiple grant timelines and reporting requirements
- Comply with local, state, and federal reporting requirements
- Develop and monitor protocols and systems for staff; keep grants policies and procedures up to date
- Develop and maintain positive relationships with current and potential funders
- Serve as organizational contact for all grant funders
- Oversee grant submissions
- Ensure that at both the macro- and micro-level, grant budgets are aligned with organizational financials and budgets
- Analyze data and prepare reports for Executive Director and Board of Directors, considering strategies for improvements and growth
- Maintain an orderly electronic grants filing system in both Salesforce and Google Suite
- Work with Systems Analyst to build and prioritize ongoing improvements to Salesforce as related to grants management
- Other grants-related tasks as deemed necessary at the request of the Executive Director

Grant management qualifications:

- Experience with grants management required
 - Experience with Salesforce preferred
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Compensation: 30 hours/week, salaried with benefits, \$38,000. Other employment or contract work should be disclosed during the hiring process and will need approval from PASA to continue in conjunction with this position.

How to apply: Please submit a cover letter and your resume to jobs@pasafarming.org by May 28th. This position will remain open until filled; however we will conduct the first round of interviews beginning the first week of June based on applications received by May 28th. The anticipated start date for this position is July 1st or sooner.

Employee value statement

We are passionate about effectively advancing our mission. We value employees who:

- share our passion and can clearly communicate the value of our work to others;
- consider how we can do things smarter and more efficiently;
- anticipate and address roadblocks or other challenges;
- stay current on trends in the field;
- embrace and accommodate change; and
- continuously advance their knowledge and skills through professional development.

We strive to create a work culture that promotes both independence and collaboration. We value employees who:

- are committed to fostering a connected, respectful, and responsive work environment, whether work is being conducted remotely or in person;
- exemplify honesty and integrity;
- possess excellent interpersonal skills;
- exercise good judgement and take initiative when needed; and
- can recognize when to ask others for advice, feedback, or support.

We take pride in the quality of our work. We value employees who:

- consider the big picture while paying close attention to accuracy and detail;
- can clearly and thoughtfully communicate in person and in writing;
- are highly organized; and
- thrive in a fast-paced, professional work environment.

We are an equal opportunity employer and are committed to fostering a diverse and inclusive environment. We encourage people of color, members of the LGBTQ+ community, veterans, people with disabilities, those who have been formerly incarcerated, and members of other underrepresented or underserved communities to apply.