

Finance Associate

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: The Finance Associate is responsible for the organizations' accounting functions.

Responsibilities:

- Conduct day-to-day bookkeeping and accounting functions, with support from Administrative Assistant and guidance from the Operations Director
- Comply with local, state, and federal reporting requirements
- Follow all established accounting SOPs, recommending refinements as appropriate
- Follow financial policies and protocols, and monitor staff adherence to them, offering guidance and training as appropriate
- Regularly assess and report on the financial health of organization, considering strategies for improvement and growth
- With guidance from senior staff, develop annual budget, monitoring for variances and reporting any issues
- With guidance from the Operations Director, act as primary contact to external accountant and auditor
- Manage cash flow projections, monitor bank accounts, review accounts payable/receivable, prepare financial statements for board meetings and help prepare for financial audits
- Reconcile bank accounts monthly
- Upon request, issue grant-related financial reports and work with Grants Manager to monitor budget to actuals
- Submit grant reimbursements, serving as primary financial contact for grant reports
- Maintain an orderly electronic accounting filing system in Quickbooks, Google Suite, and Salesforce (CRM)
- Other finance-related tasks as deemed necessary at the request of the Operations Director

Qualifications:

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

Compensation:

This is a full-time salaried exempt, primarily remote position. Negotiable annual compensation is \$45,000–\$50,000 plus benefits depending on skills and experience.

How to apply:

Please submit a cover letter and resume to jobs@pasafarming.org by September 14. This position will remain open until filled; however we will conduct the first round of interviews based on applications received by September 14. The anticipated start date for this position is October 1.

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 Black, Indigenous and other People of Color (BIPOC), LGBTQ+ individuals, veterans, people with disabilities, those who have been formerly incarcerated, and members of other underrepresented or underserved communities to apply.

This is a primarily remote position with some in-office work days during peak times such as our annual audit and for team meetings (flexible during the pandemic). All employees are required to attend our annual Sustainable Agriculture Conference, which typically takes place each February in Lancaster, PA, but will be virtual in 2021. Employees must comply with Pasa's remote employee policies.