

Accounts Payable & Receivable Specialist

Mission: Cultivating environmentally sound, economically viable, community-focused farms and food systems

Position overview: We're seeking an Accounts Payable & Receivable Specialist to work closely with our accounting team to perform day-to-day accounting duties and support continuous improvement of our finance systems. The Specialist will maintain a close eye on accounts payable, receivables and purchases.. Pasa's Finance Manager will supervise the Specialist.

This is a primarily remote position with in-person workdays and 2-3 annual in-person staff retreats. All employees are required to attend our annual Sustainable Agriculture Conference, which takes place each February in Lancaster, PA. Employees are required to live in Pennsylvania or within 150 miles of Harrisburg, unless they receive approval for Philadelphia or Pittsburgh to be their primary work location, in which case employees are required to live within an hour's drive from Philadelphia or Pittsburgh. If you have questions, please inquire. Employees must comply with Pasa's remote employee policies.

Responsibilities

- Enter invoices in Pasa's accounting systems
- Prepare monthly reconciliations
- Maintain data and documents in QuickBooks Online, Google Drive, Salesforce
- Make bank deposit entries, record transactions, and post to proper accounts
- Assist in month end close of books
- Merge and analyze data from disparate sources
- Meet regularly with finance team to understand ongoing support needs
- Contribute to continuous improvement in Pasa's accounting management processes and systems
- Develop and maintain A/P and A/R SOPs
- Train and onboard staff in processes for entering expenses and submitting bills
- Categorize grant expenses per grant agreements and understand allowable expenses and remaining budgets.

Qualifications

- Relevant experience as a bookkeeper, preferably in a nonprofit setting
- Relevant experience with QuickBooks, preferably QuickBooks Online

Preferred qualifications

- Familiarity with Google Workspace (Gmail, Calendar, Drive, etc.)

Compensation: This is a full-time exempt position. Annual salary is \$45,000. Benefits include health, vision, and dental insurance; 401K retirement match; flexible scheduling; twelve paid holidays; and a generous leave policy. A work computer is provided, and work-related travel expenses are reimbursed.

How to apply: We are committed to advancing diversity, equity, inclusion, and justice through our hiring practices. This entails reviewing application materials anonymously (without the applicant's name exposed) to help prevent potential unconscious bias. Please remove your name and email address from your cover letter and resume. Please adhere to the following protocol when submitting your application materials:

- **Step 1** [Complete this short questionnaire](#). All applicants are required to complete this anonymous questionnaire to (1) help us know whether this job opportunity has been accessed by a diverse pool of candidates and (2) to receive an applicant ID number to continue the application process. Your anonymous survey responses are not connected to your application materials and will not affect hiring decisions.
- **Step 2:** Record your applicant ID number. After completing the above questionnaire, you will receive an applicant ID number. This number is unique to you and your application.
- **Step 3:** Name your resume as “[Applicant ID] Resume” (e.g. 123456 Resume). Please do not include any part of your name in the file name (e.g. don’t use “Doe 12345 Resume”).
- **Step 4:** Name your cover letter as “[Applicant ID] Cover Letter” (e.g. 12345 Cover Letter). Please do not include any part of your name in the file name (e.g. don’t use “Doe 12345 Cover Letter”).
- **Step 5:** Upload your resume and cover letter. Upload instructions will appear upon completing the questionnaire above. You will also be emailed an upload link.

Reminder: Application materials should *not* contain your name or email address.

Initial interviews will be conducted remotely via Zoom. Job postings will remain open until the position is filled. Anticipated start date for this position is October or until filled.

If you have any questions, please contact jobs@pasafarming.org.

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 diverse audiences;
- are committed to advancing diversity, equity, inclusion, and justice;
- anticipate and address roadblocks or other challenges;
- stay current on trends in the field;
- embrace and accommodate change;
- contribute diverse viewpoints and experiences; 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 judgment and take initiative when needed;
- celebrate each other's growth and accomplishments; and
- recognize their own strengths and also when to seek more information or guidance.

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;
- create results; and
- seek to find better ways to do things.

We believe balance makes us more effective. We value employees who:

- prioritize their personal wellbeing;
- take breaks and time off to re-energize and ground themselves; and
- communicate when they need support.

We are an equal opportunity employer and encourage people of color; Indigenous people, LGBTQ+ people; veterans; people with disabilities; people who have been formerly

incarcerated; and others who are underrepresented within the environmental nonprofit sector to apply.

COVID-19 staff policy: As of October 24, 2022, Pasa staff are not required to be vaccinated as a condition of employment. However all staff must privately disclose their vaccination status to Human Resources upon hire. All staff, regardless of vaccination status, are required to conduct COVID-19 rapid tests before and after attending any indoor event or meeting hosted by Pasa. This policy is subject to change as the COVID-19 pandemic continues to evolve.