

Job Description: Finance & Administrative Manager

Farm Alliance of Baltimore

Mission: The Farm Alliance of Baltimore is a membership organization of urban farms, neighborhood growers, and friends. We use connection, resource sharing, and collective advocacy with respect to food, land and water to expand communities' self-determination and power. **Website:** www.farmalliancebaltimore.org

Position: Farm Alliance of Baltimore seeks a full-time Finance & Administrative Manager to provide financial management and administrative support for the Farm Alliance's work. Manages the day-to-day financial operations of the Farm Alliance of Baltimore, coordinates budgeting activities, and communicates with Co-Executive Directors about the financial wellbeing of the organization. Helps to maintain community and donor confidence and trust in the FAB. Keeps a beautifully organized back-end of our operations, a well-stocked office, and a positive workplace culture. Fits well with our human-centered workplace culture, with work-life balance at the forefront.

This position reports directly to the Co-Executive Directors.

Job to begin in January of 2022. Job is based in Baltimore City, at our office in Remington. Position is open until filled.

Required Qualifications:

Completed **bachelor's** degree in business, nonprofit administration, or related field.

Hits deadlines consistently.

Manages time effectively.

Misses nothing when it comes to tracking transactions.

Some experience (1 to 3 years) in online bookkeeping for nonprofits, and accounts payable and receivable. Experience must include having gone through audits or reviews of nonprofit financials.

Familiar with Quickbooks or Quickbooks Online.

Brings a robust anti-racist approach to managing projects and staff.

Brings a systematic approach to tracking paperwork and filing.

Maintains effective communication with staff and supervisors.

Maintains effective communication with grassroots membership and provides a welcoming space for all, including members of marginalized communities, communities of color, and trauma survivors.

When asked, will suggest and implement changes to existing systems in financial management and administration.

Believes in the mission of the Farm Alliance.

Preferred Qualifications: Meets all requirements above, AND:

Fluent in Quickbooks Online for nonprofits.

Experienced (at least 3 years) in online bookkeeping for nonprofits, and accounts payable and receivable. Experience must include having gone through audits of nonprofit financials.

Brings a systematic approach to tracking paperwork and filing, and is able to teach this system to others.

Excels at maintaining effective communication with staff and supervisors.

Excels at producing results on-time and with minimal supervision.

Excels at communicating with grassroots membership and providing a welcoming space for all, including members of marginalized communities, communities of color, and trauma survivors.

Takes initiative to suggest and implement changes to existing systems in financial management and administration.

Enthusiastic participant in team building activities such as staff retreats, team meetings, conference panels, and membership meetings.

Believes in the mission and values of the Farm Alliance, and has experience working with urban farms and/or community gardens in Baltimore City.

CORE DUTIES

- Manages bookkeeping for the organization using Quickbooks Online. This may include supervising our contract bookkeeper to handle receipts/invoices and payroll and run monthly reports according to our Finance and Bookkeeping Policy.
- Keeps FAB in compliance with federal, state and local requirements for nonprofits. Meets all registration and renewal deadlines for compliance.
- Handles accounts payable and accounts receivable. Gets Co-Directors' approval for all expenditures.
- Ensures payroll is run biweekly.
- Ensures monthly financial reports to co-directors and Board treasurer are generated and sent.
- Builds the budget annually from co-Directors' and staff input, and generates monthly budget projections using actuals
- Identifies uncategorized transactions in the monthly financial statements and revises them with input from operations staff
- Communicates with CPA and Treasurer and Co-Directors about annual audit
- Communicates with CPA and Treasurer and Co-Directors about annual Form 990
- Handles all contractor paperwork, including W-9 forms and invoices.
- Receives and organizes all member dues and member agreement paperwork.
- Collects and organizes purchase receipts from staff
- Ensures timely depositing & recording of checks according to the Gift Acceptance policy.

- Ensures timely payment of all accounts payable, including checks to farms from pass-through sales of produce at Waverly market stand and Double Dollars program.
- Communicates with staff about necessary office and program supplies, and places orders for these as needed
- Organizes and maintains files both in paper form and in the cloud
- Trains staff and directors in systems for keeping paperwork organized
- Maintains all software and online management tool subscriptions, and assesses need for new subscriptions annually. Cancels or adjusts unnecessary subscriptions as appropriate.
- Engages membership, staff and board in participatory budgeting process annually as part of the building of the budget. Works with co-Directors to create budget each year.
- Meets regularly with co-Directors to identify trouble spots in financial management and areas where spending and waste must be addressed.
- Administers employee benefits (including tracking of paid time off) and keeps staff informed of any changes to benefits
- Helps Co-Directors with onboarding of new employees and orients existing staff to all changes related to HR, payroll, and benefits with resources and information.
- Books travel & handles per diems and travel expenses for staff.
- Keeps staff spending within budget.

OTHER DUTIES

- Participates in professional development as needed, and helps with annual staff retreat.
- Other duties as assigned.

Hours and Compensation: Full time (37.5 hours per week). Salary starts at \$53,500 annually. Benefits: We work a full-time schedule of 37.5 hours per week with 13 paid holidays a year. We provide a generous paid vacation and sick time package, plus a 403b retirement account and a healthcare reimbursement benefit. We value and respect our employees' work-life balance and strive to maintain a positive work environment. All staff are eligible for professional development opportunities and conferences. We work in a quiet office (normally fewer than 10 people at a time) with access to a kitchen with microwave, sink, and full-size refrigerator and a classroom/board meeting space for larger meetings with farmers and trainees.

EEO Statement: The Farm Alliance of Baltimore does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

TO APPLY: Send resume and cover letter to: Deputy.director@farmalliancebaltimore.org .