



Farm Alliance of Baltimore

The mission of the Farm Alliance of Baltimore is to use connection, resource sharing, and collective advocacy with respect to food, land, and water to expand communities' self-determination and power.

Financial Assistant

Reports to: Financial & Administrative Manager (FAM)

Evaluation: Annual evaluation by FAM

Classification: Non-exempt

Hours of Work: Part-Time

Overview:

The Farm Alliance of Baltimore (FAB) is a membership organization of urban farms, neighborhood growers, and friends. We aim to create and maintain a healthy food system for all through farming practices that enhance environmental and workplace quality for our farmers and our communities.

Job Summary:

We are seeking a detail-oriented and organized Financial Assistant to join our Financial & Administrative Department. The ideal candidate will play a critical role in supporting our financial operations, particularly in accounts payable (A/P) and accounts receivable (A/R). This position ensures the accuracy and efficiency of income and payment transactions, maintaining financial integrity and contributing to the smooth functioning of the organization's financial processes.

Key Responsibilities:

1. Accounts Payable (A/P):

- Review and process vendor invoices for accuracy and compliance with company policies.
- Verify payment requests, reconcile discrepancies, and ensure timely payments.
- Maintain accurate records of A/P transactions and vendor accounts.
- Contacting vendors and creditors as necessary to resolve billing issues.

2. Accounts Receivable (A/R):

- Generate and distribute customer invoices promptly.
- Monitor and track incoming payments, ensuring all receivables are recorded accurately.
- Follow up on overdue accounts and resolve any discrepancies with customers.

- Preparing cash and checks for bank deposits.
- 3. **Transaction Verification:**
 - Ensure the accuracy and proper documentation of income received and payments made.
 - Investigate and resolve discrepancies in financial records.
- 4. **Reports and Documentation:**
 - Assist in preparing financial reports, summaries, and analyses as required.
 - Organize and maintain up-to-date financial documentation for audits and compliance.
 - Perform data entry tasks.
 - Create written procedures and guides for routine tasks.
- 5. **System Improvements**
 - Test the accuracy of financial records.
 - Review new products and application features for increased efficiency and quality assurance.
 - Support the implementation of financial operations updates.

Required Education:

- High school diploma or equivalent
- Bachelor's or associate degree in Accounting, Finance, Business Administration, or a related field is a plus but not required.
- Professional certifications (e.g., Bookkeeping, QuickBooks) are a plus but not required.

Required Knowledge and Experience:

- Minimum of 2 years of experience in accounts payable and/or accounts receivable roles.
- Strong understanding of financial principles and reconciliation processes.
- Proficiency in financial software (e.g., QuickBooks, SAP, or similar systems) is preferred and Google Office Suite is required, especially Sheets and Docs.
- Excellent organizational skills and attention to detail.
- Ability to closely follow procedures and create them.
- Ability to prioritize tasks, meet deadlines, and maintain accuracy under pressure.
- Ability to handle sensitive, confidential information
- Must successfully pass a background check in compliance with federal, state, and local laws and regulations

Compensation and Benefits:

This is a part-time, non-exempt position, requiring up to 20 hours per week. Hourly compensation ranges from \$22 to \$25, based on experience.

Benefits Include:

- 403(b) retirement plan (subject to meeting eligibility requirements)

- Unpaid sick leave (following the Maryland Healthy Working Families Act)
- Professional development opportunities

We value and respect our employees' work-life balance and are committed to fostering a positive, supportive work environment with meaningful flexibility.

Physical Demands and Work Environment

Extended periods of sitting, most of the work is done at a desk using a computer. Regular use of computers, printers, and other standard office equipment. The role generally does not involve heavy lifting or strenuous physical activity. We expect this position to work mostly from our office, which is based in the Hampden/Woodbery neighborhood. However, there will be opportunities to work from home when applicable.

To Apply:

To apply, fill out our [online Google Form application](#). This position will remain open until filled. The ideal start date is early March.

Equal Opportunity Employer:

The Farm Alliance of Baltimore is an equal-opportunity employer that values a diverse workforce and an inclusive culture. We encourage applications from all qualified individuals and do not discriminate, and will not tolerate discrimination, on the basis of race, ethnicity, color, religion, sex, pregnancy, gender, gender identity or expression, national origin, sexual orientation, age, ancestry, genetic information, political affiliation, physical or mental disability, military or veteran status, or any other protected status under federal, state, or local law. Our employment decisions are made solely based on qualifications for the position.

We strongly encourage people of color, women, and individuals with marginalized identities to apply, recognizing that such applicants often hesitate if they don't meet every listed qualification. If you meet most of the qualifications for a position, are enthusiastic about learning, and believe your skills and values align with the job description, we encourage you to apply.