

Job Title: Finance and Operations Manager**Direct Supervisor: Executive Director**

The position of Finance & Operations Manager is the responsible agent for the coordination and execution of all internal accounting duties of Greensgrow Farms. The FOM is responsible for weekly financial analysis of sales and overseeing accounts reconciliation, accounts payable/receivable, and creating a yearly budget. In conjunction with the Farm Manager, the FOM's operational tasks include Human Resources, boosting employee morale, and office liaison. All Greensgrow Employees are expected to carry out the values of Greensgrow Farms in all tasks – sustainability, waste reduction, urban greening, best use of land and space within the farm, community, and teamwork as a member of the farm's general labor force, including occasional weekends when needed (when we say "Pitch in", we mean it literally).

Finance

Maintain all accounts payable, accounts receivable, COGS, expenses, receipts, and records in a manner consistent with the overall Greensgrow Farms financial and reporting system. Ensure that all expenses are processed and coded correctly, placed in the proper class and file within the chart of accounts

- Implement policies and systems designed to make Greensgrow's programs' financial reporting run smoothly
- Work with program supervisors and senior management on annual planning and budgeting activities. Update the budget quarterly by reviewing "projections vs. actual" with ED
- Hold security of financial, employee and payroll files and keep a strong sense of discretion regarding dissemination of Greensgrow information.
- Oversee Reconciliation of daily cash, checks and credit cards from the POS system, website and small farm central accounts. Ensure all monies are deposited into the correct program account.
- Oversee Reconciliation of all bank accounts and credit cards on a monthly bases
- Implement procedures and protocols for office and financial management that meet the letter and intent of the annual audit
- Schedule and attend all finance committee meetings (once monthly)

Operations

Work with the ED and Managers to implement new programs designed to create a better work environment, strong communications between staff, managers and office, better banking and payroll processes

- Be a member of the Staff HR committee that reviews Employee Handbook and follow up on HR issues or concerns
- Keep an updated staff contact list and updated employee file with pay rates and benefits
- Look for ways to streamline processes, purchasing, inventory, scheduling utilizing best practices
- Insure all work is proceeding on schedule in case of absence of ED

Supervisory Requirements

All program managers – Fresh Food, LIFE, Nursery, Facilities, and Office report to the Finance & Operations Manager on all matters relating to new hires, salaries, invoice, receipts, and program budgets.

- Assist Program Supervisors with Quickbooks duties such as invoicing and classing costs
- Prompt Program Supervisors (Nursery, Fresh Food, Kitchen, West) to ensure quarterly inventory is reported by all departments in a timely manner and entered into QuickBooks.
- Work with Managers to carry out seasonal training of new cashiers on all opening and closing financial procedures, and refresh managers on check out reporting and procedures
- Attend weekly program supervisor meetings and coach them in financial reporting for their program
- Work with all Retail Areas Managers to insure efficient use of POS systems and its reporting and inventory capacity
- Manage and monitor the Financial Coordinator, at the 25 hour per week level, or as needed, to cover filing, daily cash & credit card reconciliation from Point of Sale, reconciliation of online sales via multiple accounts, processing of payments for the CSA program and any special programs and fulfillment online orders

Job Reporting Requirements

- Prepare financial packets for board meetings and finance committee meetings, and fluently discuss Greensgrow's financial statements
- Prepare a weekly sales report to present at weekly manager meetings
- Prepare a monthly P&L statement for managers and schedule a quarterly meeting with each Program Manager separately to ensure adherence to planned budget
- Work with the ED as needed to produce Quickbooks reports for financial analysis projects
- Assist Development Director with record keeping for Greensgrow Philadelphia Project, including filing and tracking grants with updated financial history attachments

Additional Skills Required

- Proficiency in Quickbooks, including use of classes
- Proficiency in Point of Sale System
- Understanding of financial reporting in general and a mastery of the P&L, Balance Sheet & Statement of Cash Flows
- Excellent communication skills to accomplish training and collaboration with program supervisors
- Patience and a Sense of Humor
- Knowledge of Non Profits, Filings and Regulations
- Ability to develop a good working relationship with all employees to foster an effective training and collaborative work environment

Compensation

- Contract Employee for First 90 days at \$20 per hour
- Health Insurance at rate of Full-time Managers
- 2 weeks paid vacation/personal days
- Sick time as needed
- Summer and Winter Shares included
- Standard 35% discount on any purchases made at Farm Stand/Nursery