

## Finance Associate

# Job Announcement and Description

**Job title:** Finance Associate

**Location:** Remote (must be US-based)

**Reports to:** Vice President, Operations and Finance

**Posting Date:** June 15, 2022

**Application Deadline:** 11:59 pm Pacific, July 10, 2022

**Annual Salary:** \$50,000-\$54,000

### Position Summary

The ideal candidate will be excited to join a small, growing organization where they can express and utilize their talents in a finance-focused role. The work requires handling highly sensitive and confidential information. This is a new position for SAFSF, the first solely focused on financial functions, and will be the third member of our small but mighty operations team. The operations team prides itself in being detail-oriented, data-loving, and energized by knowing that they are contributing to the collective success of a dynamic non-profit organization.

The Finance Associate will provide essential support to the organization by following financial procedures critical to maintaining a smooth and efficiently functioning office. The person in this role will have the opportunity to improve upon the systems already in place and shape the processes of the organization moving forward.

**All SAFSF employees work remotely; candidates may live anywhere within the United States.**

### About SAFSF

Sustainable Agriculture and Food Systems Funders (SAFSF) is a philanthropy-serving organization (PSO) that amplifies the impact of philanthropic and investment communities in support of just and sustainable food and agriculture systems. Established in the late 1990s and staffed since 2003, SAFSF has evolved into a vibrant network of approximately 100 organizational members from the philanthropic and investment sectors whose work spans a broad range of issues and strategies as well as a wide geographic range—domestic and international. Our vision is that all resources invested in food and agriculture systems enhance our collective wellbeing. Our core values of collaboration, equity, respect, stewardship, and integrity drive our organization on a daily basis. We use these values to guide our decision-making process in all our work, from developing programs and hiring new staff to choosing caterers, vendors, and venues.

SAFSF recognizes that a diversity of perspectives, lived experiences, and professional and personal skills among our staff, leadership, and membership is critical to our success as an organization. We are a dynamic organization that values creativity and innovative thinking and fosters strong teamwork based on mutual respect.

## **Core Duties and Responsibilities**

### *Accounting and Finance*

- Assist VP, Operations and Finance to maintain accurate financial records and handle general accounting including but not limited to:
  - Create accounts payable and receivable records for processing by VP
  - Prepare cash disbursements for processing by VP
  - Assist with Payroll processing on a semi-monthly basis
  - Reconcile monthly credit card statements for review by VP
  - Tag expenses based on budget allocations
  - Draft Journal Entries for review and posting
  - Process monthly staff reimbursements requests
  - Prepare draft monthly financial statements for review by VP
- Maintain agreement between financial management and donor management systems
- Assist with annual budgeting process and financial forecasting
- Review monthly insurance statements and update annual tracking document
- Assist with annual audit including materials development and collection
- Send late payment reminders and acknowledgement letters

### *Grants Management*

- Assist with tracking and reporting grant revenue and expenditures
- Update database (Salesforce) with grant financial information
- Assist with tracking allocation of staff time across grants and updating integrated payroll to accounting processes accordingly

### *Administrative*

- Ensure that all financial information is well organized, and filed properly for easy retrieval by VP and others
- Provide support for staff benefits including liaising with benefit brokers as needed and annual compensation compliance reporting
- Track current contracts and remaining balances
- Other duties as assigned

## **Required Qualifications**

- Two years experience with financial processing including accounts payable and accounts receivable entries (preferably with nonprofit organization)
- Able to maintain confidentiality with financial and personal information.
- Excellent organizational skills; able to manage multiple tasks, and meet deadlines efficiently

- Able to maintain accurate detailed information
- Some experience with grant tracking / financial management of grants
- Demonstrate personal initiative as well as the ability to work well in a team
- Clear and concise verbal and written communications skills with demonstrated ability to document processes and systems.
- Appreciation for the importance of support roles

### **Additional Preferred Skills / Qualifications**

- Experience working remotely
- Familiarity with tasks assignments and communication using project management software
- Experience with Salesforce or other CRM system
- Interest in the food and ag justice and sustainability sectors

### **Basic Work Requirements**

Fluency in English. Familiarity with common computer-based tools such as Microsoft Office products (Word, Excel, Powerpoint) and Google Workspace (docs, sheets, slides, calendar); email; and websites.

### **Compensation and Benefits**

This is a full-time, exempt, permanent, remote position with a starting salary range of \$50-54,000. SAFSF offers an excellent benefits package, which currently includes:

- Paid medical, vision, dental, and prescription insurance (100% paid by SAFSF for employee and children)
- Short-term and Long-term Disability
- Life Insurance
- Retirement plan contributions (match and profit sharing)
- Health and fitness, internet, and cell phone reimbursements
- Half-day Fridays
- 9 paid holidays
- Office closed the last week of the year (Dec 26-Jan 1)
- Two weeks accrued vacation
- Two weeks annual sick time

### **Application and Hiring Process**

All interested applicants must apply online at <https://www.tfaforms.com/4991971> no later than 11:59 pm Pacific on July 10, 2022. Applicants must upload a **cover letter and resume (combined as a single PDF file)** to apply. The cover letter should address the following questions:

1. What relevant experience do you have that qualifies you for this position?
2. Why do you enjoy finance-related work?

We are committed to transparency and aim to minimize the stress and uncertainty of our application and hiring process. SAFSF seeks to minimize bias and the impact of structural discrimination within our hiring practices. We focus first on relevant work skills and experience, both lived and professional. We are actively seeking a diverse pool of candidates.

To this end, the application form will ask candidates to voluntarily disclose demographic information. Voluntarily providing demographic information helps SAFSF assess the diversity of our applicant pool throughout the hiring process. **Please note:** This information will *not* be visible to the members of the hiring committee.

Applicants who move forward through the hiring process will participate in a combination of a phone and video interview(s) and assessment(s). Interviews will not exceed a total of two hours. Final candidates will be required to complete one online assessment designed to take no longer than 30 minutes.

Please contact [jobs@safsf.org](mailto:jobs@safsf.org) with any questions. We look forward to getting to know you!

### **Equal Employment Opportunity**

SAFSF is a 501(c)(3) public charity that is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, rewarding, and enables each of us to realize our potential. SAFSF's work environment is open to all people, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.