Finance Manager

**Offices:** Concord (Primary), East Palo Alto (Secondary), flexibility to work from home several days each week.

**Job Summary**
Reporting to the Executive Director, the Finance Manager is responsible for overseeing and managing finance functions for Fresh Approach. This position engages in financial planning and strategy for the organization, provides financial management and operational oversight of bookkeeping services performed by a consultant, and will engage with staff at the organization to guide financial processes and financial audit procedures.

We are seeking an individual who values diversity at all levels and is committed to fostering an environment in which community members and co-workers from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive.

**About Fresh Approach**
The mission of Fresh Approach is to create long-term change in local food systems by connecting California communities with healthy food from California farmers and expanding knowledge about food and nutrition. We accomplish our mission through a variety of food access, education, and community engagement programs across the Bay Area, including the Mobile Farmers’ Market, VeggieRx, Collective Roots Community Garden, the East Palo Alto Community Farmers’ Market, and Matching Nutrition Incentives at the Richmond Certified Farmers’ Market. We believe that everyone should have equal access to healthy foods and that the health of our communities and the livelihood of our local farmers should go hand-in-hand.

**Primary Duties:**

**Financial Planning and Strategy**
- Partners with Executive Director to develop organization-wide financial strategy and to provide fiscal oversight for the organization.
- Works with Executive Director to prepare annual organizational budget and cost allocation framework.
- Works with Executive Director and other leadership staff to develop financial forecasts and leads scenario and contingency planning process.
- Provides leadership and supervision to finance staff.

**Financial Management and Operations**
- Develops new financial systems and protocols (as needed) and ensures systems are monitored and maintained, and staff are trained to use systems.
- Assists Executive Director and Program Directors to ensure that all audits, both organizational and grant-related, are passed successfully.
- Works with Program Directors and Development Director to develop grant/contract budgets, monitor grant spend down, generate reporting for funders, programs, etc., and monitor fiscal compliance with funder requirements.
● Consistently review, analyze, and discuss budget versus actuals org-wide and by programs/functions with the Executive Director and Program Directors to identify variances and trends. Generate and present financial reports to Board of Directors in collaboration with the Executive Director.

● Assists Executive Director to ensure compliance with state tax fillings, UBIT and audit requirements and managing annual organizational audit and 990 process.

● Maintains organizational cash flow in collaboration with the bookkeeper and Executive Director: Incoming through mail and invoices to external sources; outgoing through checks, bill payments, and payroll processes.

● Maintains internal controls and ensures that all accounting entries are accurate and timely.

● Oversees the organization’s consulting bookkeeper to perform accounting and financial transactions.
  ○ Accounts receivable, accounts payable, payroll, expense reconciliation, PEX debit card reconciliations, retirement contributions, budgets, etc. in accounting software.
  ○ Perform monthly close including adjustments, depreciation, and releases from restrictions, producing and taking action on monthly accounts payable/receivable aging reports, performing financial and bank reconciliation.
  ○ Allocates shared expenses (e.g., rent, utilities, office supplies, etc.)

Administration

● Provides support to maintain the two office facilities including the ordering of general and office supplies when needed.

● Submits insurance requests and maintains insurance coverage (Liability and Workers Compensation)

● Performs or delegates the employee benefits tasks.

● Supports Food Access Programs with market currency administration.

● Supports Program Staff to develop and draft subcontract agreements when needed.

Staff Responsibilities

● Participate in required all-staff meetings, retreats, management team meetings.

● Actively engage in the organization’s internal Diversity, Equity, Inclusion, Justice, and Belonging work.

Qualifications:

● 3–5 years progressive experience in nonprofit finance.

● Working knowledge of MS office suite, Quickbooks, Quickbooks Online, and Google programs.

● Experience with Salesforce preferred.

● Knowledge and passion for local food systems, public health, community engagement, nutrition, sustainable agriculture, food sovereignty, and/or California agriculture.

● Detail-oriented, excellent problem-solving and leadership skills.

● Desire and ability to work collaboratively with team members and other departments.
● Ability to manage multiple projects simultaneously and to meet deadlines and goals for projects.

● Strong ability to work independently and with minimal supervision, as well as in a team environment.

● Creativity, dependability, and willingness to be flexible with schedule availability.

● Ability to model good employee and supervisor behavior for any direct reports.

Requirements:

● This position requires the employee to work in an office environment and outside in all weather conditions.

● This position requires the employee to interact with farmers and other vendors, persons of various backgrounds, funding organizations, corporations, government agencies, government officials, and the general public.

● This position requires the employee to be a licensed driver with a safe driving record and reliable transportation.

Conditions of Employment:

● This is a full-time exempt position, working 40 hours/week, and reporting to the Executive Director.

● This is a salaried position, with a starting annual salary of $80,000 (equivalent to $38.46/hour).

● Benefits for full-time positions include medical, dental, and vision coverage paid by the employer; vacation and sick time accruals; and a 403b retirement plan with employer match subject to vesting.

○ Vacation benefits include 16 paid holidays per year, as well as 10 additional paid vacation days accrued in the first year of employment. Progressive years of employment include additional accrued vacation days.

To Apply:

To apply, please email a resume and cover letter to jobs@freshapproach.org

1. A cover letter that highlights the experiences (both work-related and personal) which qualify you for this position.

2. A resume detailing previous work, volunteer, academic, and other experiences that qualify you for this position.

Please reach out to Laura deTar at 925-771-2912 or lauradetar@freshapproach.org with any questions.

Fresh Approach is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.