



Position Announcement Green Mountain Farm-to-School Business Manager

Location: Newport, VT

Organization Description

Green Mountain Farm-to-School (GMFTS) is a nonprofit organization promoting the health and wellbeing of Vermont's children, farms and communities by providing programs to connect schools and farms through food and education. We do this by building school gardens, delivering local food to schools and institutions, and educating the community about healthy food choices. For more information about GMFTS, please visit www.greenmountainfarmtoschool.org.

Position Description

The Business Manager is responsible for executing the financial activities of the organization using Generally Accepted Accounting Principles (GAAP) and in compliance with state and federal regulations. The Business Manager will report to the Executive Director.

The Business Manager is responsible for:

- Fiscal record keeping functions including preparing, tracking and managing all data into the accounting system.
- Processing payroll and all related activities.
- Reconciling bank accounts monthly and preparing statements for review.
- Assisting CPA on tax return preparation and generating 1099's and W-2's for clients.
- Organizing and managing Finance Committee meetings and documentation.
- Supporting Executive Director in providing fiscal activity information for programmatic questions and planning.
- Maintaining inventory lists for organization (supplies, furniture, equipment, etc.)
- Tracking, reconciling and reporting on grant budgets and contract payments and integrate new funding sources into existing accounting structure.
- Preparing accurate and timely grant budget documents, quarterly reports and closeouts for grant reports.
- Responsible for long-range financial planning, including projections and tracking of actuals on a monthly basis.
- Providing fiscal administrative support for all fundraising activities.
- Supporting human resources including all personnel contracts, letter of hires, organizations agreements, and new employee orientation
- Reviewing the Employee Handbook on an annual basis, tracking accumulated sick, personal and flex time and keeping staff informed of accrual procedures; ensuring compliance with state and federal law
- Implementing continuous reporting and control systems to monitor the fiscal performance of the organization, cash flow and adherence to the budget.
- Ensuring compliance with GAAP and requirements in accordance with federal and state laws, regulations and reporting requirements for other funding sources.

Qualifications:

- Degree in accounting preferred
- Experience in non-profit accounting
- Advanced knowledge of QuickBooks and Excel
- Experience with federal grant reporting, preferred
- Excellent organizational skills, attention to detail and the ability to manage multiple time-sensitive tasks with minimal supervision
- The analytical ability and mathematical proficiency to conduct financial analyses
- Evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment

Compensation: This is a full-time position (40 hours/week) with salary range \$35,000 - \$40,000 and benefits commensurate with experience.

To Apply: Submit a cover letter, resume, and three references to jobs@gmfts.org. No phone calls please. Position opened until filled. EOE.

GMFTS is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants are encouraged to apply.