



Supporting you to GET GROWING

**Updated: 6/9/2022**

Organic Growers School is the premier provider of practical and affordable organic education in the Southern Appalachians, building a vibrant food & farming community by boosting the success of organic home growers and farmers in our region. Our hands-on training, workshops, conferences, and partnerships inspire, educate, and support people to farm, garden, and live organically.

We value:

- Organic growing and believe that it benefits the grower, the community, the consumer, and the earth.
- Ensuring quality, integrity, and equity in our organization and programming.
- Providing accessible, affordable, practical, and regionally appropriate education on regenerative and organic farming, gardening, eating, and living.
- Building community and strengthening connections among people, healthy food, and land.

*We encourage Black, Indigenous, People of Color, and LGBTQIA+ identifying folx to apply. However you identify and whatever background you bring with you, please apply if this is a role that would make you excited to come into work every day. Come join us and help us build an organization where we're all proud to belong.*

## **Part-Time Position**

**Job Title:** Director of Finance & Administration

**Description:** The Director of Finance & Administration will manage, direct, oversee, and coordinate a wide variety of administrative, accounting activities and overall financial management for all OGS programs as well as the non-profit entity as a whole. This person will serve as a primary point person for federal and state agencies, the OGS accounting firm, the IRS, and any other financially related entities, in addition to the OGS staff and board. The person in this position is a member of the OGS Leadership Team and will work in close collaboration with the entire OGS staff to fulfill the below tasks.

### **Tasks Include:**

#### ***Administrative & Accounting Management (80%)***

- ***Budgeting:***

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- o Lead the co-creation and ongoing maintenance of the annual budget with the Leadership Team, program staff, and Finance Committee. Ensure alignment with budgets throughout the fiscal year including significant cash flow changes, updates, and predictions.
- **Management:**
  - o Support the overall goals of the Board of Directors (BOD) and serve as the key staff person, along with the ED, on the finance committee. Presentation of financial reports to the BOD and Leadership team regularly or as needed.
  - o Communicate with all program staff on a regular basis regarding program expenses and income and overall financial management.
  - o Communicate with and provide reports to the Leadership Team and Treasurer on a regular basis regarding the state of the organization's finances.
- **System Design, Execution, & Training:**
  - o Create, revise, implement, and oversee systems and procedures for any and all administrative and accounting policies and functions.
  - o Training of staff, as needed, on proper procedures and policies regarding sales, credit cards, registration systems, financial reporting and tracking, benefits, compensation, and other accounting/administrative details.
- **Accounting Oversight:**
  - o Attend to day-to-day financial operations of revenue and expenses of the organization.
  - o Prepare monthly, quarterly, or as-needed reports for staff directors, Leadership Team and Board of Directors.
  - o Create and implement quarterly and year end close procedures to meet requirements.
  - o Coordinate banking operations and maintain relationships for all organizational banking institutions and all events including cash, checks, credit cards, etc.
  - o Manage the relationship with CPA and other fiscal entities.
  - o Manage understanding and relationship to service providers such as Paypal, Square, Stripe, etc. including best rates, best services, and best value alignment.
  - o Maintain the chart of accounts and all other Quickbooks "lists."
  - o Manage receivables and payables in a timely fashion.
  - o Design the general journal entry protocols for complying with budget categories.
  - o Establish and maintain financial processing systems internally and externally with fiscal agent partners.
  - o Co-manage and direct all financial aspects of grant management and fundraising with ED, Development Director, and department heads in regular meetings for systems design, tracking of details, and reporting.
- **Payroll Management:**
  - o Coordinate payroll including setup, timesheet tracking, timely paying of staff, staff raises and cost of living adjustments.
  - o Coordinate and manage staff benefits (IRA, Paid Time off, wellness stipend, etc) .
  - o Communicate with staff regarding proper procedures and policies for hours, expenses, mileage, and other recording and execution.
  - o Providing a confidential filing system (physical and electronic) for all personnel data.
- **Financial & Legal Compliance:**
  - o Work with the organization's accounting firm for 990 creation, accounting best practices and general journal entry procedures.
  - o Stay connected to the Secretary of State, IRS, NC Department of Revenue, Virginia Department of Revenue (when appropriate) and other agencies for deadlines and compliance requirements and maintain updated records.
  - o Filing 941, withholding, unemployment, and W2/W3/1099/1096 paperwork at or before deadlines.

- Manage sales tax revenue and report with NC DOR.
- Develop and enforce all compliance regulations and best accounting practices internally.
- **Customer Service:**
  - Be the point person for the organization regarding all financial interactions with customers, staff, and the public, as needed.
- **Sponsorship Management:**
  - Collaborate with ED and Development Director, on tracking and managing Corporate, other Partners, and/or sponsorship agreements and finances.

### **Leadership Team Responsibilities (15%)**

- **Leadership**
  - Represent and carry out the mission, vision, strategic plan, and values of the organization both internally and externally with passion, conviction, and authentic care.
  - Cultivate a team-like, collaborative, supportive, and relational culture among staff and among board as we all work towards the goals of the organization.
  - Engage and energize board members, funders, volunteers, and stakeholders toward OGS mission and goals.
- **Strategic Direction**
  - Develop a strategic plan, along with the Board of Directors, to actively enhance the OGS mission and vision.
  - Recognize opportunities, challenges, strengths and weaknesses of the organization as well as the local and global context, culture, and climate surrounding the OGS mission, vision, and strategy
  - Create and manage a plan, based on the goals of the strategic plan, that lays out the objectives, tactics, and individual strategies of each department within OGS.
- **Community Relations**
  - Establish good working relationships, collaborative arrangements and participate in projects with professional, civic and private organizations, and stakeholders, community groups, funders, politicians, etc. to keep them informed of the work of OGS, form partnerships, and create mutual collaboration on shared work to help achieve the goals of OGS.
  - Be an advocate, representative, and spokesperson for organic growing, soil health, and sustainable living as needed and appropriate.

### **Staff Supervision: (5%)**

- Co-manage hiring, performance reviews, and any corrective action or dismissals.
- Provide Co-supervisory implementation of the human resources policies, procedures and practice.
- Field questions and needs of supervisees, prioritize work projects, provide weekly structure.
- Review & approve timesheets, mileage and expenses.
- Ongoing attention to the efficiency and ease of internal systems both independently and between divisions to develop the best possible workflow systems across all programs.
- Ongoing attention to the orientation process of new staff to the organization in conjunction with the Director of HR.

### **Requirements:**

- 2+ years of experience with bookkeeping, financial management, and/or non-profit accounting, or related degree.
- Technically proficient with Quickbooks Online, Excel, and Google Drive.
- Strong attention to detail and highly organized.

- Knowledge of finance, accounting, budgeting, and cost control procedures.
- Experience with records maintenance, research, and office management.
- Ability to analyze and interpret financial data and prepare financial reports, statements and/or projections.
- Ability to supervise and train assigned staff.
- Experience working with nonprofits, boards, and grant management.
- Strong interpersonal and communication skills and the ability to work effectively both individually and as a team.
- Experience with database management in a CRM, Hubspot preferably.
- Innovative. Creative. Flexible. Quick Learner.
- Experienced with customer service.
- Previous accounting experience.

**Hours:** 20-30 hr/week Part-time position (with potential to become full-time)

**Compensation:**

Director of Finance & Administration shall receive an hourly rate of \$22-\$24/hour (depending on experience). Part-Time benefits include paid time off, paid holidays, a wellness stipend, and a Simple IRA contribution.

**Location:** A combination of remote working from your home office and working in the OGS office in Asheville, NC when safe, appropriate, and desired. The ability to be present at various locations across Western NC throughout the year is required.

**How to Apply:** Please send a cover letter, resume, and contact information for 3 professional references to [cameron@organicgrowersschool.org](mailto:cameron@organicgrowersschool.org). Be sure to put “Director of Finance & Administration” in the subject line.

**\*\*Application Deadline is Extended to Monday, June 27, 2022.**

Organic Growers School (OGS) is an Equal Opportunity Employer.