



Accounting and Admin Manager – Job Announcement

Status:	Full time, Exempt
Reports to:	Executive Director
Supervisory:	Not Applicable
Primary Office:	Santa Cruz
Salary:	45 to 60k commensurate with experience
Functional Time Allocation:	80% Accounting and Bookkeeping 20% Administrative Management

JOB SUMMARY:

Manage organizational and program functions, including hands-on accounting and bookkeeping, accounts receivable, accounts payable, financial reporting and audit preparation. Manage liability / risk insurance policies. Manage human resources administration including payroll, employee benefit programs and legal compliance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Non profit bookkeeping, accounts receivable, accounts payable, and financial reporting
- Audit preparation—serve as principal contact supporting annual and other periodic audits; prepare and file federal and state non-profit tax returns
- Maintain all corporate records and files
- Manage human resource responsibilities, including payroll and employee records
- Manage employee benefits, health care and retirement plan vendors
- Manage liability and property insurance policies and operational practices
- Provide financial management support and invoicing for grants and contracts
- Continually assess organizational resources, processes, systems and services to increase operational efficiency / effectiveness
- Attend staff meetings on a regular basis
- Record activities and client assistance in appropriate systems to support reporting needs of programs

POSITION REQUIREMENTS

- 5-10 years of direct hands-on nonprofit bookkeeping experience
- Ability to write and edit effectively
- Ability to communicate the written and spoken work with tact, diplomacy, and/or authority when necessary
- Good organizational skills, well disciplined, and able to meet deadlines, self starter
- Ability to work under pressure of many priorities and deadlines; effective problem solver
- Excellent financial system management experience including QuickBooks and Excel
- Minimum BS in accounting, business administration, finance or other related field
- At least five years of non-profit financial management
- Familiarity with loan fund and CDFI accounting, grants management and budgeting a plus

California FarmLink offers a generous benefit plan, including health insurance after 60 days, retirement, and vacation. California FarmLink maintains a drug-free workplace and is an equal opportunity employer.

How To Apply

Please email a thoughtful cover letter explaining your interest in the position and organization with resume to: info@cafarmlink.org. No phone calls please.

Who We Are

California FarmLink is a statewide nonprofit whose mission is to link independent farmers and ranchers with the land and financing they need for a sustainable future. For more info visit: www.cafarmlink.org