ACCOUNTS RECEIVABLE MANAGER
Updated: November 2022

WHO WE ARE: FRESHFARM is building a more equitable, vibrant, sustainable, and resilient food future for the region by producing innovative solutions in partnership with local communities and organizations. We are a growing non-profit in Washington, DC; through our education, farmers market, community engagement, and food access & distribution programs, we work with upwards of 500 customers, including local farmers & producers, community partners, institutional & funders, and individual donors.

WHO YOU ARE:

- A proactive prioritizer with a demonstrated ability to take independent initiative & focus on details
- An excellent communicator who can hold others accountable and resolve misunderstandings and errors in a confident & diplomatic manner
- Someone who has a working knowledge of receivables accounting principles and how they interact with Balance Sheets and Profit & Loss accounts plus experience with Quickbooks Desktop, Quickbooks Payments, and Google Suite
- Someone who sees receivables as critical to FRESHFARM’s mission & financial health, is excited to work on a collaborative & dynamic team, & is motivated to take ownership of our Receivables work

WHAT YOU’LL DO: As a member of the Admin & Finance team, this role reports to the Finance Director and manages all aspects of Accounts Receivable for our dynamic & complex non-profit.

Invoicing (60% of total work time)

- Create & send customer invoices/estimates, monthly & by request, for all eight FRESHFARM teams
- Enter deposits and payments into Quickbooks and maintain up to date receivables balance
- Monitor customer balances, resolve customer inquiries, and follow up via email and/or phone to resolve issues and address late payments
- Communicate and coordinate with program teams to address invoice and customer payment issues

Grant Support (30% of total work time)

- Pull reports and create, submit, and update documentation for all grant invoicing & reconciliation

General Finance (10% of total work time)

- Facilitate cross-training for other team members, as needed, to support above tasks
- Back-fill & support other members of the finance & admin team as needed for tasks, including, but not limited to, processing checks, reconciliations, data entry, pulling reports, & creating estimates

THE PERKS:

- Enjoy a flexible work environment, including the ability shape work schedule with supervisor
- Join a collaborative, fun, & hardworking team making critical contributions to our mission
- Ample opportunities for learning and professional development; our team encourages individual growth and will eagerly cross-train and share expertise
THE DETAILS:

- This is a full-time, exempt position compensated with an annual salary of $50,000 - $57,000
- This position can primarily work remote and/or in person; the employee must be local to DC and be able to work from the FRESHFARM Office - very infrequently - to support general financial tasks
- This position will be expected to work Monday - Friday during normal business hours. Very occasional morning or evening hours may be needed to communicate with customers who have limited or specific availability.
- All full-time employees receive paid leave as follows: 72 hours annual sick leave, 11 annual holidays, 3 floating holidays per year, and 80 hours of annual vacation leave (with increases after 3 and 6 years of service). Also eligible for 12 weeks parental leave, 2 weeks pre-natal leave (through DC paid family leave), and bereavement leave - as needed
  - FRESHFARM offices close for a 1 week winter break, which is paid for salaried employees
- This position is eligible to enroll in 100% employer covered healthcare, vision & dental with generous employer coverage, and 100% employer covered short-term and long-term disability, life insurance, AD&D and an employee assistance program (EAP)
- Also eligible to contribute to an employee-funded 403b retirement plan (opt-in; roth or post-tax)

PHYSICAL & OTHER REQUIREMENTS

- Fully vaccinated against COVID-19 (required for all staff in FRESHFARM offices)
- Able to remain in a stationary position and work at desk and on a computer for full work day
- Access to personal smartphone required; $25/month tech reimbursement provided for use
- Access to a laptop with 8GB RAM & webcam required; FRESHFARM provides full-time employees with a triennial stipend of $1000 to maintain such a personal device or purchase one, if needed

HOW TO APPLY:

- To apply, send a resume to careers@freshfarm.org. Resumes received by 12/12/22 will be reviewed with priority. All applications are due on or before 1/5/23 and will be reviewed on a rolling basis.
- After applying, candidates who are selected to move forward should expect to complete a short task, after which they may be invited to participate in a follow up interview. Finalists will complete a final task - time which they will be compensated for - and participate in a short final interview.

EQUAL OPPORTUNITY EMPLOYMENT

FRESHFARM is an equal opportunity employer. We are committed to diversity and building an equitable and inclusive workplace for people of all backgrounds and experiences. We encourage members of traditionally underrepresented groups to apply, including people of color, LGBTQ+ people, veterans, and people with disabilities. We do not discriminate, and will take affirmative action measures to prevent discrimination against any employee or job applicant on the basis of race, color, national origin, gender, gender identity, gender expression, sexual orientation, age, religion, creed, disability, or veteran status in the following areas: employment, recruitment, or advertisements for employment; compensation, termination, upgrading, and promotions; and any other conditions of employment.