



PAYROLL & BENEFITS MANAGER

Updated July 2023

WHO WE ARE: FRESHFARM builds a more equitable, vibrant, sustainable, and resilient food future for the region by producing innovative solutions in partnership with local communities and organizations in the DC area. We create food access, economic development, and community building through hands-on education, farmers markets, and distribution programs. We are a growing organization that currently employs ~150 staff, including around 90 regular employees, including 55 full-time and 45 part-time, and 60 part-time seasonal employees.

WHO YOU ARE:

- Flexible team player, analytical problem solver & clear communicator with a high level of integrity
- Sees finance & admin work as critical to both the financial health of the organization as well as employee wellness & satisfaction and is excited to take ownership of payroll & benefits as part of our team
- Loves getting into the weeds with numbers and spreadsheets to support organizational data needs
- A self-starter who equally enjoys & excels at focused solo-work and also collaborating with staff with a wide variety of jobs, backgrounds, and communication styles

WHAT YOU'LL DO: The person in this role will manage all aspects of payroll from time-keeping management to reporting payroll costs for grant & management reports for our dynamic non-profit organization. This role will also support benefits management for the organization. This role will be a member of the FRESHFARM Admin & Finance team and will report to the Finance Director.

Payroll Management (50% of total work time)

- Onboard new hires and supervisors to time-keeping systems and manage general payroll questions
- Manage timekeeping & time off systems in compliance with organizational policies
- Manage end-to-end payroll processing for all staff, in coordination with supervisors
- Provide reporting on payroll costs and contribute to budget creation, monitoring and forecasting

Grant & Program Allocation Management (25% of total work time)

- Allocate staff time to grants and participate in troubleshooting and problem solving
- Produce salary reports as required

Benefits Management (15% of total work time)

- Calculate deductions, process and coordinate enrollment for, and pay all benefits (retirement, health, dental, vision) as part of payroll
- Manage 1095 creation & distribution with compliance partner and HR & Admin Senior Manager

General Finance (10% of total work time)

- Facilitate cross-training for other members of the finance team, as needed, to support above tasks and support, back-fill, and cross-train with other members of the finance & admin team for their tasks

THE PERKS:

- Enjoy a flexible work environment, including the ability shape hybrid work schedule with supervisor
- Join a collaborative, fun, & hardworking team making critical contributions to the organization's 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; the starting annual salary range will be \$53,000 - \$57,000
- This employee will be expected to work Monday - Friday during normal business hours.
 - Very occasional hours in earlier morning or evening may be needed to support employees who are only available at those times
 - Employee can primarily work remotely and/or in person; must be able to work from the office as needed, mainly to onboard new hires; schedule will be negotiated with supervisor
- All full-time employees receive 72 hours annual sick leave, 11 holidays (8 hours each), 3 floating holidays, and 80 hours of vacation leave annually (with increases after 3 years of service). Also eligible for 12 weeks paid parental leave, 2 weeks prenatal leave, and bereavement leave
 - Typically, FRESHFARM offices close for a 1 week winter break, paid for all salaried staff
- Eligible to enroll in 100% employer covered healthcare and generous employer coverage for vision and dental and employer paid short-term and long-term disability, life insurance, AD&D and an employee assistance program (EAP); eligible to contribute to a 403b plan (opt-in; roth or post-tax)

PHYSICAL & OTHER REQUIREMENTS

- Must be proficient with Quickbooks Desktop as well as Excel and GSuite, or similar software
- Must have significant experience with processing payroll in a major payroll processing platform
- Ability to remain in a stationary position and work at desk and on a computer for full work day
- Fully vaccinated against COVID-19 (required for all staff in FRESHFARM offices)
- Access to personal smartphone; \$25/month tech reimbursement provided for use
- Access to a laptop with 8GB RAM and webcam; FRESHFARM will provide a triennial stipend of \$1000 to maintain or to purchase such a personal device, if needed

HOW TO APPLY:

- To apply, please complete our application form, including uploading your resume, at bit.ly/FFpayrollmgr. Applications received by the end of July will be reviewed with priority.
- Our hiring team hopes to respond to all candidates starting in August. If selected to move on, candidates will participate in a 1 hour interview and then a final interview and independent task.

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; any other conditions of employment.