



## GRANTS & ACCOUNTS RECEIVABLES MANAGER

Updated January 2024

**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 non-profit in Washington, DC. 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 who takes independent initiative focuses 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
- You see grants management & receivables as critical to FRESHFARM's mission & financial health, are excited to work on a dynamic team, and are motivated to own your area of work

**WHAT YOU'LL DO:** the person in this role will manage all aspects of Grants & Accounts Receivable, from invoicing to monitoring payments on invoices to reporting on income. The individual in this role will need to manage the complex details of a dynamic non-profit organization. They will be a member of the Admin & Finance team and report to the Finance & Operations Director; they will also take direction from the Grants & Finance Senior Manager for all grant-related tasks.

### Grant & General Invoice Submission (25%)

- Monitor the creation & sending of invoices and estimates for grants & programs; as needed, support, coordinate, and collaborate with others to do so
- Pull reports and documentation to back up all grant invoicing & reconciliation

### Receivables Tracking (50%)

- Monitor receipt and follow up on past due invoices
- Enter deposits and payments; maintain accurate receivables balance
- Answer & resolve customer inquiries about their account using any / all organizational communication channels, as needed (including email, phone call, text, Google Meet)
- Communicate with program teams about invoicing issues; collaborate to find solutions

### Receivables Records Maintenance (15%)

- Manage storage of grant documentation; submit to funders as needed
- Periodically reconcile grant charges to ensure all charges are captured accurately
- Maintain up to date organizational & customer information for all receivables
- Organize invoicing email inbox for documentation and tracking

### General Finance (10%)

- Facilitate cross-training & support back-fill for other team members, as needed

### 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 at \$50,000-\$57,000
- This position will be expected to work Monday - Friday during normal business hours.
  - Very occasional hours in earlier morning or evening may be needed to support customers who are only available at those times
- This position can work remotely and/or in person at FRESHFARM's office in downtown DC
  - Must be able to work from the office if needed to support general financial tasks
- All full-time employees receive 72 hours annual sick leave, 11 annual holidays (8 hours each), 3 floating holidays per year, and accrue 80 hours of annual vacation leave (with increases after 3 years of service). This role will also be eligible for 12 weeks paid parental leave, 2 weeks prenatal leave (through DC paid family leave), and bereavement leave (as needed)
  - Typically offices close for a 1+ week winter break (paid time-off for salaried employees)
- Eligible to enroll in 100% employer covered healthcare, short-term and long-term disability, life insurance and EAP; generous coverage for vision & dental; eligible to contribute to 403b plan

### PHYSICAL & OTHER REQUIREMENTS

- 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 required; \$25/month tech stipend provided for use
- This role requires 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:

- Interested candidates should [fill out the job application form](#) (resume required)
  - Applications received by February 14th will be reviewed with priority
- Qualified candidates will be invited complete a short finance task (in lieu of submitting a cover letter). Applicants who are selected to advance will be invited for a 1 hour virtual interview, and finalists will be invited for a final round, including a short task and 1 hour virtual interview (a gift card will be provided as a thank you for your time).

### 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.