



# FRESHFARM

nourishing our food future

## CONTROLLER

Updated September 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 seasoned financial management professional (minimum 5 years experience required)
- Someone with strong knowledge of financial management and GAAP accounting principles and non-profit specific accounting experience, with a strong working knowledge of QuickBooks Desktop
- Highly organized with strong attention to detail and an ability to manage multiple high-priority projects
- An excellent communicator and experienced manager who can promote performance in others
- You see financial management as critical to non-profit management and FRESHFARM's mission, are excited to work on a dynamic team, and are motivated to own your area of work

### WHAT YOU'LL DO:

The Controller is responsible for day-to-day financial management and overseeing all accounting processes and deadlines. The person in this role will work closely with the Director of Finance & Operations to ensure that financial and internal operations are secure and sustainable. The Controller will supervise and develop an internal team to support the following areas: accounts receivable, payroll, accounts payable.

#### **Financial Management (65%)**

- Manage accounting and general ledger functions, ensuring that systems are functioning.
- Coordinate the annual financial statement and Single Audit compliance audits, including providing documents as needed and production of 990 and other tax forms in conjunction with the auditor.
- Oversee adherence to billing & collection and manage organizational cash flow, updating the operating account weekly, and managing outgoing expenses as needed.

#### **Organizational & Team Leadership (15%)**

- Supervise Grants & Accounts Receivable Manager, Accounts Payable & Procurement Manager, and Payroll & Benefits Manager; provide guidance, training and technical support.
- Facilitate cross-training for other members of the finance team, as needed.
- Assist in financial education of staff and partners and collaborate with all other teams to develop internal processes & policies that support the programs and safeguard finances

#### **Internal Operations Management (20%)**

- Execute and oversee all finance and operations policies and procedures in alignment with applicable local, federal, and state regulations and laws governing nonprofit operations.
- Support the Admin and HR Senior Manager and Office Manager 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 with an annual salary of \$80,000 - \$85,000
- This employee will be expected to work Monday - Friday during normal business hours. This role may require infrequent evening and weekend hours to meet with non-staff stakeholders.
- The person in this position can work primarily at our office or remotely. They will need to be able to be present in office to support direct reports and cover their in-office roles as needed.
- 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 and 6 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, FRESHFARM offices close for a 1 week winter break, which includes paid time-off for salaried employees.
- Eligible to enroll in 100% employer covered healthcare, as well as 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

- Ability to remain in a stationary position and work at desk and on a computer for full workday
- Fully vaccinated against COVID-19 (required for all staff in FRESHFARM offices)
- Access to personal smartphone required; \$25/month tech reimbursement provided for use
- Access to a laptop with 8GB RAM and webcam. 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:

- Interested candidates should fill out the [job application form](#) (resume required)
- Qualified candidates will be invited to complete a short task to assess their basic finance skills.
- 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.