

## **San Juan Islands Agricultural Guild**

### ***Finance Manager***

The San Juan Islands Agricultural Guild (Ag Guild) is hiring a Finance Manager, based in San Juan County, Washington.

**About Us:** Established in 2008, the Ag Guild is a county-wide 501(c)(3) nonprofit organization committed to fostering a vibrant, resilient, and sustainable food system in San Juan County, Washington. We achieve this through collaboration with community organizations, businesses, and individuals, offering programs that address key needs within the San Juan Islands food system. Our initiatives include promoting equitable access to land, resources, capital, and markets; increasing consumer awareness of local, sustainably produced goods; and reducing barriers to accessing healthy local food. We actively encourage peer learning, information sharing, collaboration, and communication to fortify our local food system.

**Role Overview:** As the Finance Manager, you will play a pivotal role in overseeing financial operations and resource management. Your responsibilities will encompass maintaining accurate financial records, ensuring compliance with financial regulations and tax reporting, and providing financial analysis and guidance in support of the Ag Guild's mission and objectives.

#### **Position Details**

- This is an exempt position.
- 15-16 hours per week.
- Salaried at \$32-\$36 per hour, commensurate with experience.
- Work hours are primarily Monday through Friday, with some weekend work as necessary.
- Work is hybrid and can largely be done remotely during hours that work for you.
- Benefits include paid holidays, paid-time off, health insurance stipend and retirement benefits.
- The Finance Manager reports to the Executive Director and Treasurer.
- There is some flexibility to fine-tune the number of hours and scope of this role in collaboration with the Executive Director and Board to reflect employee's needs and potential offerings.

#### **Key Responsibilities**

- Budgeting (45 hours/year):
  - Manage the annual Ag Guild budget development process.
  - Provide financial analysis and assistance to the Board, Executive Director, and project committees in budget preparation and cost control.
  - Monitor and adjust the budget as needed based on comparison to actuals and changing program parameters.

- Financial Management of Grants (7 hrs/week):
  - Manage grant budgets, including tracking actuals, timely invoicing to grant agencies (usually USDA and WSDA), and stringent recordkeeping.
  - Implement an effective cost allocation process.
  - Facilitate the training of agency staff on accounting procedures and grant compliance.
- Financial Management (7 hours/week):
  - Supervise various billing and accounting functions.
  - Ensure timely tracking and reconciliation of bank accounts, including general, payroll, and special operating accounts.
  - Oversee the preparation and maintenance of fixed assets and other schedules with the Northwest Agricultural Business Center (NABC).
  - Collaborate with NABC for account reconciliation and the preparation of general ledger entries.
  - Collect and review staff timesheets, forwarding them to NABC for bi-weekly payroll.
  - Prepare financial statements, including a cash-flow statement, balance sheet, and supporting schedules.
  - Lead the year-end financial closing process and collaborate with NABC on the preparation of the IRS Form 990 and audit preparation.
  - Provide oversight of the chart of accounts, develop fiscal procedures, and prepare financial information for the Board of Directors and Finance Committee.
  - Oversee the tracking of agency investments and collaborate with the Executive Director, Finance Committee, and Board of Directors in managing investments and reserve funds.
  - In collaboration with the Board and Executive Director, establish and oversee Ag Guild systems and controls to ensure compliance with agency fiscal procedures and policies.
  - Maintain all contracts, leases, insurance files, and related records.
  - Serve as Administrator for accounting software and troubleshoot as needed.
- Other duties as assigned.

### **Minimum Qualifications**

- Bachelor's Degree in accounting, business, fiscal management, or a related field or equivalent experience.
- Experience working with grant-based accounting systems.
- Experience with Excel and Quickbooks accounting software.
- Ability to support, develop, and motivate a diverse team of professionals.
- Adaptability to a dynamic environment characterized by constant change and growth.
- Exceptional attention to detail and organizational skills.

- Project management skills, including the ability to establish and communicate project deadlines.
- Proven analytical skills, including the ability to evaluate, visualize, articulate, and solve complex and simple problems.
- Proven ability to handle complex charts of accounts, classes, and jobs.
- Ability to translate complex financial concepts to individuals at all levels.
- Flexibility to work some evening and weekend hours when essential to meet deadlines.

### **Desired Qualities**

- Reside in San Juan County, or within traveling distance for occasional meetings
- 3+ years of finance management experience
- Experience in coordinating IRS Form 990 filings
- IT-savvy
- A positive attitude
- Strong attention to detail
- Initiative; can self-organize
- A passion for numbers
- Non-profit accounting experience
- Demonstrated leadership, fundraising, and organizational management experience
- A deep commitment to addressing food system challenges through collaboration to create an economically viable, equitable, and just food system.

### **Required Credentials**

- Must pass Washington State background check requirements and bi-annual criminal background re-check.

**To apply, submit a cover letter and resume with three references to [director@sjaguild.com](mailto:director@sjaguild.com). Position open until filled.**