



DIRECTOR of FINANCE and ADMINISTRATION

2019

The *Director of Finance and Administration (DFA)* is a full-time Community Farm Alliance employee and a member of CFA's Staff Support team responsible for assisting the Executive Director of Community Farm Alliance (CFA) in supporting the directives emanating from the Board of Directors for the organization's consistent achievement of its mission, financial objectives, and administration.

Working closely with the Executive Director, the Board Treasurer, Finance Committee, and overseeing the Administration and Resource Manager (ARM), the DFA will spearhead all efforts related to financial management, including budgeting and projections, accounting and reporting, bookkeeping, grant financial management and audit/compliance.

The Director of Finance and Administration is a strategic thought-partner of an internal team to support the following areas: finance and budgeting, human resources, organizational development, and administration and reporting.

This position is funded through multiple grants, primarily general support.

Responsibilities

GENERAL RESPONSIBILITIES:

- Reports regularly to the Executive Director;
- Collaborates with CFA's staff team, CFA members, allied organizations, businesses, community leaders, institutions, policy makers, and the media to advance the mission and goals of CFA;
- Assists CFA staff team with additional duties including, but not limited to, preparing for organization-sponsored events.

FINANCIAL MANAGEMENT

- Maintains a robust financial management/ reporting system; ensures that the grant billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements. Tasks include:
 - Annual updates/adjustments to CFA's Chart of Accounts (with bookkeepers);
 - Update and maintain grant balance/management workbooks for each grant;
 - General grant tracking;
 - Monitor, update, and maintain budget/actual cash flow workbook for live grant updates;
 - Conduct general financial planning and provide oversight;
 - Monitor financial activities; conduct periodic budget comparisons;
 - Develop a cost allocation framework.
- Update and implement all necessary business policies and accounting practices; improves the finance department's overall policy and procedure manual.
- Oversees day to day finances, maintaining of CFA's financial records, and coordination with CFA's third-party bookkeeping and accounting firm. Tasks include:
 - Prepares project and program invoices;
 - Weekly reconciliations, cashflow, check ledger, and monitoring of bank accounts;

Job Description

- Bi-monthly disbursements, management of organizational cash flow and forecasting;
- Allocate expenses to the appropriate programs and grants based on cost allocation framework;
- Bank deposits, both digital and physical filing.

Financial Reports

- Analyzes and presents financial reports in an accurate and timely manner; clearly communicates monthly and annual financial statements; collates financial reporting materials for all donor segments, and oversees all financial, project/program and grants accounting. Tasks include:
 - Monthly bookkeeping reporting to external bookkeeper;
 - Works with the Executive Director to prepare quarterly Board reports, balance sheets with narratives;
 - Monthly balance sheet for Executive Director;
 - Quarterly grant reconciliations and program/project balances;
 - Miscellaneous financial statement requests from funders, partners, and other agencies.

Annual Audit

- Coordinates and leads the annual audit process with external auditors, the Executive Director, and the finance committee of the Board.
 - Manage yearlong financial reporting and record keeping for annual audit;
 - Serve as the main point of contact with the auditor.

Annual Budgeting And Planning

- Collaborates on the annual budgeting and planning process in conjunction with the Executive Director; administers and reviews all financial plans and budgets; monitors progress and changes, and keeps senior leadership team abreast of the organization's financial status.

ADMINISTRATIVE OVERSIGHT

- Ensures overall office functionality, including equipment and supplies.
- Tracks all Legislative Lobby hours and completes monthly Legislative Ethics Reports
- Works closely and transparently with all external partners including third-party vendors and consultants.
- Oversight of administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.
- Additional/Miscellaneous
 - Making sure all W2s go to correct staff at correct addresses (November email to solicit January mailing addresses on behalf of bookkeeper)
 - Helping manage subawards/smaller grants staff are awarded for special projects
 - Maintaining corporate accounts (especially tax-exempt accounts) for necessary supplies
 - Makes purchases for org or staff as needed (for program needs, office supplies, event supplies, really anything requiring the company card)
 - Making travel arrangements where staff are unable to wait for reimbursements
 - Assisting staff with budgeting for events and programs

Job Description

- Assisting staff with registrations/payments for events
- Reviewing and processing staff expense reimbursements (and approving/rejecting inappropriate expenses)

HUMAN RESOURCES OVERSIGHT

- Oversight of Administration and Resource Manager to:
 - Further develop CFA's human resources and administration systems;
 - Ensure that recruiting processes are consistent and streamlined;
 - Maintain a comprehensive training program to educate employees regarding staff tools, policies, and procedures.
 - Process memberships renewals and donations and assures the proper recording, tracking, and reporting of gifts and that all gifts are recognized by the organization
 - Assure that tax deductible donations receive letters of receipt
 - Maintain and track staff time accounting, vacation days, sick time, comp time, and prepares reports for the ED for preparation of timely grant and other organizational reports.
 - Prepare new hire information and completes necessary documents for taxes, insurance, and state agencies.
 - Handle all insurances policies, unemployment, employee records, and maintains state and federal guidelines.