



PERSONNEL & FINANCIAL COORDINATOR

2026

The Personnel and Financial Coordinator (PFC) assists the Executive Director in Community Farm Alliance's administration and management of the organization's human and financial resources.

Administratively, the PFC is primarily responsible for internal operations including bookkeeping, human resources, staff time and expense reports, and serves as office manager. The Executive Director may assign other duties as appropriate.

This position is funded through multiple grants, Indirect, and General Support funding.

General Responsibilities:

- Reports regularly to the Executive Director
- Assists CFA's staff team with additional duties including, but not limited to, preparing for the annual membership meeting, program and fundraising events and mass mailings.

Focused Responsibilities

Administrative and HR

- Processes memberships renewals and donations and assures the proper recording, tracking, and reporting of gifts and that all gifts are recognized by the organization;
- Prepares new hire information and completes necessary documents for taxes, insurance, and state agencies;
- Human resources: Handles all insurances policies, unemployment, employee records, and maintains state and federal guidelines;
- Leads Administrative & HR processes including:
 - Staff onboarding, offboarding, and misc. training re: staff tools and procedures;
 - Maintains and tracks staff time accounting, PTO, and comp time;
 - With staff feedback, makes recommendations to the ED and board regarding personnel policies and general staff health and wellbeing;
 - Researches and implements best practices;
- Handles information requests, and performs clerical functions such as preparing correspondence;
- Ensures overall office functionality, including:
 - Maintaining equipment and supplies;
 - Digital and physical filing;
 - Opening and directing mail;
 - Coordinating event logistics and staff travel arrangements;

- Making purchases for the organization and/or staff as needed (including but not limited to program needs, office supplies, event supplies, or anything requiring company card);
 - Approving and processing staff expense reimbursements;
- Tracks all Lobby hours and completes monthly Legislative Ethics Reports;

FINANCIAL MANAGEMENT

- Assures that tax deductible donations receive letters of receipt;
- Leads audit preparation with outside accounting firm;
- Reviews staff event requests and consults with Deputy Director of Programs and ED on funding;
- Maintains corporate accounts (especially tax-exempt accounts) for necessary supplies;
- Assists with budgeting for events and programs;
- Administrates CFA's day to day financial management including:
 - AR/AP & maintaining CFA's financial records;
 - Preparing project and program invoices;
 - Performing monthly bank account reconciliations and ongoing monitoring of bank account;
 - Ensuring all W-2s go to correct staff at correct addresses;
 - Preparing bi-monthly check and payroll disbursements for Marble Creek Consulting;
 - Processing payables, deposits, and billings;
 - Leading grant expense tracking, documentation, and reporting;
 - Preparing quarterly financial statements for ED and Board Treasurer review;
 - Maintaining bank deposits and credit card receipts, including both digital and physical filing;
 - Miscellaneous financial statement requests from funders, partners, and other agencies;
 - Ensuring all financial transactions are recorded and classed accurately in QuickBooks;