



## **Northeast Organic Farming Association of New Hampshire is seeking a Finance Coordinator**

Northeast Organic Farming Association of New Hampshire (NOFA-NH), located in Concord, actively promotes regenerative, ecologically sound gardening, farming and land care practices to help people build local, sustainable, healthy food systems in our communities. <http://nofanh.org/>

**Position Description:** The Finance Coordinator supports NOFA-NH's decision-making by ensuring that financial, insurance and tax records are collected, recorded and reported in accurate, reliable, relevant and retrievable detail and format. The Finance Coordinator also provides basic office support and generates reports as requested for the Treasurer and the Board.

**Employee Status:** Part time; hourly; Non-exempt

**Reports to:** Board Treasurer and Board President. May also receive direction from Operations Manager.

### **Detailed responsibilities:**

#### **1.FINANCIAL ADMINISTRATION**

Administrate all financial accounts.

Specific tasks include but are not limited to:

- A. Analyze invoices, expense reports and other accounts payable; charge expenses to appropriate accounts; record entries; schedule and prepare checks; verify federal tax numbers; resolve any contract, invoice or payment discrepancies; attach proper documentation/approvals to checks to be signed.
- B. Collect revenue including grants, registrations, memberships and donations; process deposits; maintain cash balances.
- C. Prepare monthly reconciliation of all accounts; summarize financial status by preparing monthly financials including profit and loss, balance sheet and budget vs. actual and other reports as requested by supervisors; and forwarding each month's financial reports to the Board Secretary one week prior to the monthly Board Meeting.
- D. Calculate, process and record biweekly payroll
- E. Prepare reconciliations for annual financial review and other information as requested by the external reviewer; Prepare and file all necessary tax and legal

documents as required by state and federal regulations, or when requested by the accountant and/or Treasurer.

F. Respond to financial inquiries by gathering, analyzing and interpreting data.

G. Recommend financial and accounting options; maintain financial controls by preparing and recommending best practices policies and procedures; recommend financial actions by analyzing accounting options; update financial knowledge by keeping current with financial regulations and accepted practices and by participating in educational opportunities.

H. Maintain all needed documents, equipment and supplies to complete financial coordination tasks.

## **2.GENERAL SUPPORT**

Specific tasks include but are not limited to:

A. Maintain insurance policy and request insurance certificates as needed for programs.

B. Attend meetings as requested in person and by phone

C. Work with office administrator and assist on special projects as requested by supervisors.

## **SKILLS AND QUALIFICATIONS:**

- Bachelors degree or equivalent training in accounting or a related field and/or experience of at least 8 years, with accrual based accounting systems.
- Proficient with Quickbooks
- Proficient with Microsoft Office Suite 365 including Word, Excel and Access
- Strong technical, analytical and problem solving skills
- Excellent verbal and written communication skills
- Understanding of the proper handling of grant funds

## **HELPFUL:**

- Experience with payroll, payroll tax and tax preparation
- Experience with not-for-profit accounting systems
- Licensed Certified Public Accountant

NOFA-NH is an Affirmative Action/Equal Opportunity Employer. We are dedicated to the goal of building a culturally diverse staff team and a multicultural working environment and strongly encourage applications from minorities and women.

The position is 12-16 hours a week, \$15.00/hour. The position has some flexibility in work hours. The chosen candidate will be asked to set a weekly schedule that includes at least 6-8 hours in the NOFA office in Concord. Once the chosen candidate and supervisor have agreed on the work schedule, it is expected that the agreed-upon schedule would remain the same for each week.

To apply, please email a resume and cover letter to:

Laura Angers at [info@nofanh.org](mailto:info@nofanh.org)