



BERKSHIRE AGRICULTURAL VENTURES

Finance Manager

Berkshire Agricultural Ventures (BAV) is a non-profit organization that provides strategic support to farms and food businesses in order to build a thriving and equitable local food economy in the Berkshire-Taconic region of Massachusetts, New York, and Connecticut.

BAV seeks a knowledgeable, self-starting and growth-oriented person to be our Finance Manager. This position supports our organization by ensuring sound financial management and transparency. You will report to the Director of Finance and work closely with our whole team. This position offers growth opportunities and potential to step into a visible leadership role.

The Finance Manager position is a 4-day/32 hrs per week position with the opportunity to work a flexible schedule. You will join a dynamic and evolving organization, and work with a team of motivated people dedicated to helping local farmers and food entrepreneurs thrive.

Our Values:

Equity is a core value at Berkshire Agricultural Ventures. We know that food justice is racial justice, and local food is still not accessible to all. Our hope is to increase food access and land stewardship for more communities in our service area through our work. We acknowledge that much of what we have to do is listen, learn, and engage in community dialogue to inform and guide our work as an organization. As a staff, we are committed to learning more about food justice, and we invite you to do the same as a BAV staff member. (Read more about our full [DEIB statement](#).)

Position Responsibilities:

Organizational Financial Management: 50%

- Manage/perform day-to-day financial operations, including liaising with external bookkeeper to process accounts payable, donations, accounts receivable, payroll, and general ledger transactions
- Implement/uphold financial policies and operating procedures that ensure effective internal controls and compliance with accounting standards, non-profit governance standards, and federal grant regulations
- Monitor cash flow positions and projections to ensure adequate operational liquidity
- Collaborate with program managers, Development team, and executive leadership to develop realistic and achievable annual budget

- Coordinate the annual audit process, including liaising with external auditors and bookkeepers to deliver requested documentation; ensure timely completion of audited financial statements and 990 filing
- Generating quarterly and annual financial reporting and ad hoc financial analysis that support fiscal oversight, Development efforts, and Board communications
- Complete charitable certifications and renewals
- Support Development team and program staff to create annual program impact reporting

Grant Management: 40%

- Work with program staff to prepare budgets for grant proposals to ensure budgets support organizational funding strategies and compliance with public funding and accounting requirements
- Prepare and submit periodic financial reports and reimbursement requests; maintain workflow tool to track financial reporting deliverables
- Liaise with program staff to optimize uses of grant funding
- Implement growth and cost saving strategy projects, e.g. establishing federal indirect cost rate

Human Resources Support: 10%

- Work with executive leadership to develop and maintain updated Employee Handbook
- Work with benefits provider and executive leadership team to evaluate annual health insurance program renewals and new retirement program benefits
- Liaise with insurance agent to maintain appropriate insurance policies
- Manage new employee on-boarding and staff payroll changes
- Liaise with Human Resource-related consultants as needed

Location/travel: This position is hybrid and requires office hours at our Great Barrington, MA home-base location, minimum once per week, on an adaptable basis.

Required Qualifications:

- Four or more years of experience in an accounting or controller position at a non-profit organization or accounting firm responsible for non-profit clients
- Two or more years of experience performing financial reporting for federal grant programs
- Familiarity with federal grant compliance frameworks including single audits, vendor and subawardee oversight, expense allocation rules
- Comfortable working in Excel, Google Sheets, and QuickBooks Online
- Strong work ethic, naturally organized, excellent attention to detail and accuracy
- Experience working with a team remotely using collaborative workplace technology tools, i.e. Google Suite (Docs, Sheets, Drive, Chat, Meet); Adobe Acrobat; Zoom; workflow tools such as Asana, BaseCamp; donor CRM tools such as DonorPerfect
- Willingness to learn and grow with our organization
- Interest in local agriculture/food systems and/or economic development

Preferred Qualifications:

- Experience working with managing external vendor relationships, including virtual outsourced bookkeeping
- Exposure to/familiarity with USDA sub agencies and each sub agency’s major grant programs
- Exposure to/familiarity with CDC or CDFI operations and regulatory frameworks

We recognize that knowledge, experience, and potential are expressed differently for different people. We encourage anyone with an interest in the position to apply, even if they do not meet 100% of the desired qualifications!

Salary & Benefits: \$57-64k for 4-day/32 hrs per week position, commensurate with experience and qualifications. BAV provides health insurance benefits, a generous time off policy including vacation days, office closure during the December holiday week, floating holidays, volunteer days, and paid sick days (pro-rated), opportunities for professional development, and a flexible schedule.

To apply please submit a resume and cover letter to jobs@berkshireagventures.org. Review of applications will begin Friday, May 10, 2024 and remain open until the position is filled.

For questions, please contact jobs@berkshireagventures.org.

BAV is an equal opportunity employer and values diversity.