

What We Seek

Director of Finance & Administration

We seek a Director of Finance and Administration who is collaborative and will provide leadership and support in the areas of finance, business planning and budgeting, human resources, administration and IT. The Director of Finance & Administration will support the day to day operations, while also working with Leadership on initiatives and cross functional efforts to meet the Organization's strategic goals.

Responsibilities

Finance: (40%)

- Annual Operating Budget: ensure timely process, input, approval, tracking
- Annual Capital Budget
- Monthly financial statements produced on time
- Accurate allocation of expenses across programs, reviewed at least annually
- Prepaid expense schedule
- Fixed Asset schedule
- Primary liaison to Finance Committee and Treasurer
- Oversee bookkeeping responsibilities including:
 - A/P
 - Payroll
 - Temp Restricted funds tracking

Human Resources (20%)

- Onboarding: offer letter; ensure hiring form completed
- Benefits management for employees; annual renewals
- Workers Comp information, claims
- Unemployment claims; Annual application of seasonal employee exemption
- Personnel Files
- Offboarding: ensure all steps completed; severance, exit interviews when appropriate
- Work with Co-ED of People Operations to keep all personnel related policies up to date
- Payroll: ensure records kept accurately and staff paid on time
 - Summer youth onboarding done efficiently

Operations (15%)

- Manage all lease terms for both land and offices and ensure timely renewals
- Insurance: renewals; review for best coverage; claims
- Responsible for risk management compliance
- Responsible for needs of Lewis Street tenants/space
- Ensure staff have appropriate technology as needed (cell phones, various vehicle needs, computers, etc)
- Supervise office manager who is responsible for meeting needs of three offices (supplies, HVAC, trash, etc)



The Food Project

The Food Project (TFP)

TFP Values

**Diversity, Inclusion,
Belonging, Equity (DIBE)**

Land Acknowledgement

Position:

***Director of Finance &
Administration***

Salary Range:

\$77,000 to \$84,500

Employee Benefits

- Supervise Database & Operations manager who is primarily responsible for all IT relationships (Pixel) and to ensure database integrity
- Work with Database & Operations Manager to create WISP policy

Management (10%)

- Direct supervision and 1-on-1 mentorship of Database & Operations Manager, Office Manager and Bookkeeper
- Primary contact for outsourced Accounting Services

Organizational Health (15%)

- Participate in our diversity, inclusion, belonging, equity, and justice initiatives.
- Prepare and participate in structured, regular feedback sessions.
- Participate in all-staff meetings, team meetings, and provide cross-department support.
- Participate in annual planning, budgeting, and performance review processes.
- Perform other duties as needed, within capacity.

Qualifications

- B.A. or B.S. required
- CPA/MBA or equivalent work experience preferred
- Minimum of 10 years of experience in administration, finance and/or human resources, more preferred
- Experience with non-profit finance strongly preferred
- Experience supervising and managing employees preferred
- Collaborative and thinking partner
- Excellent attention to detail and organizational skills
- Proficiency in Quickbooks, Excel
- Experience using payroll software
- Demonstrated skill in managing multiple projects

Location & Schedule

This position will be based in Boston and Lincoln, MA and Monday-Friday. Some periodic travel throughout the year to our Lynn & Wenham sites as well.

Recruitment Process

Please send resume and cover letter via email to: jobs@thefoodproject.org. In the subject line, write your name and the position for which you are applying, eg: "Jordan Smith – Director of Finance & Administration".

We will review all submissions, identify viable candidates and contact ONLY those individuals selected to continue in the search process. The position will be filled when a desired candidate is found.

The Food Project is an Equal Opportunity Employer that is committed to creating an inclusive organization. We actively seek a diverse pool of candidates for this position.