

POSITION DESCRIPTION

TITLE: Associate Director of Finance & Administration

REPORTS TO: Executive Director

LOCATION: Philadelphia, Pennsylvania
www.TheFoodTrust.org



The position of Associate Director of Finance and Administration is a newly created position that will report to and work closely with the Executive Director of The Food Trust. The Associate Director of Finance and Administration is responsible for providing leadership and expertise for The Trust's financial and administrative operations. The Associate Director of Finance and Administration is responsible for the development, implementation, and monitoring of office and financial management systems, procedures, and processes necessary to meet the organization's goals and maintain accountability.

The Organization:

The Food Trust, founded in 1992, grew out of a desire to bring affordable, nutritious, fresh fruits and vegetables to people in the inner city. Now in its second decade, The Trust's mission has expanded to ensure that everyone has access to affordable, nutritious food. With a 2004 budget of \$3.4 million and 23 employees, The Food Trust is generally regarded as one of the leading organizations nationally with a focus on community food security and nutrition education. This dynamic, forward-thinking agency has grown at an average rate of 50% in each year of its existence.

Key Responsibilities:

Accounting and Finance

- Maintain general ledger including, invoicing, timely check runs, bank reconciliation, account reconciliation, and month-end and year-end close activities.
- Perform budgeting, forecasting, and monitoring of fiscal condition of the organization on an ongoing basis.
- Work closely with the management team in preparing the annual budget.
- Prepare financial analyses for programs as needed to guide decision-making. Recommend business solutions based on financial analyses.
- Develop, review, and approve financial systems, procedures, and controls.
- Work with staff to ensure compliance with established financial management policies and procedures.
- Manage the annual audit in conjunction with outside auditors.
- Maintain a system that tracks the use of federal and private grants.

- Ensure the accurate and timely deposit and recording of cash receipts.
- Receive, code, enter, and file incoming vendor invoices and employee expense reports.
- Manage accounts-payable system, ensuring vendors are paid correctly and in accordance with their terms.
- Maintain payroll system, ensuring that employees are paid correctly in accordance with state and federal laws.
- Monitor subcontractor and consultant expenditures.

Administration:

- Oversee purchase-order-system management.
- Initiate and manage relationships with vendors/contractors (phone, copier, furniture, equipment, lease, etc.) including negotiation of contracts.
- Assess the need for and negotiate insurance coverage, and review periodically.
- Create management accountability systems that are linked to the strategic objectives of The Trust and of specific programs.
- Ensure that the resources and infrastructure are in place to enable staff to achieve their objectives and to support The Trust's continued growth.
- Improve efficiencies in order to enhance productivity and ensure responsible stewardship of resources.
- Supervise administrative staff and grants manager.

Key Attributes

A seasoned manager with a Bachelor's degree in finance or accounting (CPA preferred) or MBA. Prior experience with hands-on accounting and accounting software (Peachtree Complete Accounting a plus). General knowledge of non-profit fund accounting. Exemplary communications, computer, and organizational skills. Strong leadership skills with a focus on team building. Capable of managing multiple projects concurrently and operating efficiently to meet deadlines.

The ideal candidate will have the following characteristics: unquestioned integrity; a passion for excellence; a high energy level; excellent listening skills; an entrepreneurial spirit; a sense of humor; an open mind; a candid manner; a style that promotes collaboration and communication; and a commitment to The Trust's mission.

Salary: Very competitive, based on education and experience.

To Apply:

E-mail your résumé and cover letter to contact@thefoodtrust.org or fax to 215-568-0882. Please reference "Director of Finance and Administration" in the subject line. Please do not call.

The Food trust adheres to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran

status, disability or sexual orientation.