



## **Finance and Operations Director**

### **Job Description**

#### **Full time/Exempt**

**Salary:** \$72-\$78,000

**LOCATION:** This position is 90% remote with some travel across the ESYNYC school network.

#### **ABOUT THE ORGANIZATION:**

Edible Schoolyard NYC (ESYNYC) believes that all New York City students deserve access to an edible education — hands-on gardening and cooking classes as well as family and community engagement activities - that connect students to food, their communities and inspire them to create change in the world around them. We do this by partnering with NYC public schools to lead classes with their students and school community; supporting educators to implement food education in their classrooms; and advocating for long-term, sustainable changes for a better future for New York City.

If you are passionate about food and making a difference, this is the place for you. While edible education is our core focus, we connect to the food world in many different ways. We work with top chefs and restaurants on partnerships that support our work and collaborate with diverse brands to increase awareness of our mission. Many of our staff are passionate foodies and cooks, and we enjoy swapping recipes and food whenever possible. As an organization, we are guided by core values of Community, Equity, Stewardship, and Adaptability.

#### **JOB SUMMARY:**

With the support of the Executive Director and third-party accounting team, the Director of Finance and Operations is responsible for maintaining smooth operations, administration, and finance functions across Edible Schoolyard NYC, including maintaining organizational systems, managing internal financial controls and budgeting, coordinating human resources, and providing project and administrative support. As we enter year two of our strategic plan, we are looking to hire a professional with non-profit experience who can bring new energy, expertise, and vision to our finance and operations department. The ideal candidate will be organized, system-oriented, and comfortable juggling multiple priorities. This position reports directly to the Executive Director and does not supervise staff.

#### **RESPONSIBILITIES:**

Responsibilities include but are not limited to:

#### **FINANCIAL MANAGEMENT:** 60%

- Partner with the Executive Director in preparing and implementing the annual organizational budget.
- Coordinate payment of invoices and reimbursements, process purchase orders, codify credit card expenses in QuickBooks, and ensure all expenses are properly accounted for in the budget.



- Lead the monthly financial close process. Work with third-party accountants to ensure all income and expenses are correctly entered and coded in QuickBooks and accounts are reconciled to internal documents.
- Lead the development of the internal budget system that meets the needs of the organization.
- Maintain budget spreadsheet and controls; prepare monthly financial reports, including budget to actual reports, statement of cash flow, and other ad-hoc reports as required.
- Review bank reconciliation reports and bank statements each month.
- Participate in collaborative budgeting process with staff, including communicating financial information to non-finance team members.
- Provide financial analysis or summaries to the executive team and Board, including forecasts for the organization, with the ability to highlight considerations and trends to look out for.
- Meet with the Executive Team on a monthly basis to review financials and cash flow analysis.
- Regularly review and update internal finance controls and ensure all policies and procedures are clearly documented and communicated.
- Prepare documentation for the annual audit and manage the timeline.
- Post invoices to QuickBooks and process payments as needed.
- Take the lead in managing third-party accountant relationship.
- Serve as staff designee to the Audit & Finance Committee and work with the Executive Director and Board Treasurer to prepare materials for quarterly committee and board meetings.
- Support the Development team with grant budget preparation, grant reporting, and tracking of restricted funding.

**ADMINISTRATION AND FACILITIES MANAGEMENT: 25%**

- Provide basic technical support, including managing inventory, troubleshooting, and coordinating with IT consultants as needed.
- Answer phones and screen and direct calls; manage phone systems across the organization.
- Field and respond to inquiries from prospective supporters and the general public.
- Work with the Program team to ensure smooth operations at each school site.
- Manage shared information systems (server, calendars, email, etc.) and manage physical asset inventory (computers, server, phones, etc.)
- Oversee administrative functions and facilities; provide administrative support to the Executive Director with scheduling, expense reports, travel arrangements, and other duties as required.
- Maintain calendar of Board meetings, support board meeting preparation, and keep meeting minutes.
- Review annual renewals for insurance policies and ensure policies are renewed on time.

**HUMAN RESOURCES: 15%**

- Support the semi-monthly payroll process with third-party accountants and payroll administrators.
- Manage the onboarding and off-boarding of employees.



- Coordinate with employees on benefits enrollment and respond to basic benefits and other HR-related questions.
- Maintain up-to-date filing systems.
- Provide tech support for PTO request system.
- Support the coordination of staff meetings and annual staff retreats in partnership with the Executive Director.
- Manage relationship with HR vendor in partnership with Executive Director.
- Maintain and update the Employee Handbook.
- Other responsibilities as assigned.

**QUALIFICATIONS:**

- A passion for Edible Schoolyard NYC's mission.
- 7+ years of related experience in finance and/or accounting management, preferably in a nonprofit setting.
- 4+ years of experience in administrative and operations support and coordination.
- Intermediate - Advance excel skills required.
- Strong understanding of nonprofit finances and budgeting is required.
- Highly motivated to learn the inner workings of a small but growing non-profit organization.
- Highly professional and able to manage confidential information.
- Proficient with Microsoft Office Suite, Google Drive, and DropBox preferred.
- Experience working with QuickBooks and Salesforce preferred.
- Highly organized and able to prioritize tasks.
- Ability to work with frequent interruption.
- Ability to solve challenges in a timely and creative manner.
- A personable, positive, and professional demeanor.
- COVID-19 Vaccination Required

**COMPENSATION:**

\$72-\$78,000 with generous benefits, including a small budget for professional development and Summer Fridays. This is a full-time, exempt position.

Edible Schoolyard NYC is committed to a diverse workplace. People of color, racial and ethnic minorities, women, people with disabilities, veterans, and LGBTQ+ candidates are strongly encouraged to apply. Edible Schoolyard NYC is an equal opportunity employer committed to a policy of equal treatment and opportunity in every aspect of its recruitment and hiring process without regard to age, race, ethnicity, color, national origin, religion, disability, veteran status, gender, and/or gender identity or expression, sexual orientation, unemployment status, or any other legally protected basis. Edible Schoolyard NYC provides reasonable accommodation to applicants and employees as required by law. Applicants with disabilities may request reasonable accommodation at any point in the employment process.

**TO APPLY:**

To apply, please send a resume and cover letter to [jobs@esynyc.org](mailto:jobs@esynyc.org) with your name and Director of Finance and Operations in the subject line.