



ACCOUNTANT

We are currently recruiting a motivated and experienced individual who is exceptionally talented at accounting and finance. We are looking for a self-starter who is detail-oriented, organized, and communicative. Experience working in the nonprofit sector and an interest in food systems are helpful.

BACKGROUND

Corbin Hill Food Project (CHFP) is a New York City community based organization whose mission is to supply fresh food to that need it most. Launched in 2009, CHFP is a mission-driven non-profit that works with local supply partners to distribute fresh food through its Farm Share, Institutional and Community Connect programs. Guided by values of social justice, food sovereignty, racial equity, and financial sustainability, CHFP works to intentionally serve vulnerable populations. CHFP works with more than 30 partners across that city and in 2017, sold more than 34,000 Shares that fed more than 85,000 people across its Farm Share, Institutional and Community Connect Programs.

POSITION SUMMARY

The Accountant is responsible for maintaining the financial records of a mixed-model nonprofit social enterprise. This person will enter all transactions utilizing the QuickBooks Online software and provide financial information to management. Additionally this person will need to manage and track the expenses and spend down of individual grants. A third party will do monthly reconciliations, but the accountant will be responsible for assisting the third party and providing any necessary information needed to close out each month. This is a data driven position that requires a strong understanding of accounting and the social enterprise model. CHFP is a small team so it is expected that all staff members actively contribute to problem-solving and idea sharing.

MAJOR RESPONSIBILITIES

- Enter bills and invoices into Quickbooks Online system.
- Prepare and process payments to vendors by check and electronic payment.
- Prepare, deposit and process bank deposits.
- Process bi-weekly payroll.
- Prepare weekly accounting reports:
 - A/R
 - A/P
 - Cash flow analysis of revenue and expenditures
- Manage and track grant funds from multiple funders.
- Produce monthly, quarterly and annual financial reports.
- Assist a third party with monthly reconciliations
- Process year end 1099s.
- Prepare necessary documents for the annual audit.
- Perform other duties as necessary and (or) assigned.



QUALIFICATIONS AND BACKGROUND

EDUCATION

BA in accounting or other related field required.

EXPERIENCE

- At least two years of accounting experience.
- Experience working in the nonprofit sector, preferred.

KNOWLEDGE / SKILLS / ABILITIES

- Strong knowledge and experience using Quickbooks Online
- Intermediate to advanced knowledge of Microsoft Office platform (i.e. Excel, Word) and Google platform (i.e. Google drive, Google docs, sheets, etc.)
- Familiarity with BlueCart or similar CRM program.
- Understanding and experience with business/sales accounting (P/L, creating margins, etc.)
- Excellent communication skills (written and oral)
- Professional demeanor and ability to prioritize responsibilities and function effectively during stressful or busy periods.
- Excellent organizational and information management with strong attention to detail and accuracy
- Takes initiative, self-starter, and self-directed in conjunction as well as the ability to work effectively in a team
- Process-oriented with a strong ability to build efficient systems for data and information management
- Detail-oriented and organized, with ability to create and track large numbers of data that are utilized as part of our financial decision-making process
- Ability to meet deadlines and manage multiple concurrent tasks.

SCHEDULE

This is a part-time, hourly position that will be 2-3 days per week. Salary will be commensurate with experience.

HOW TO APPLY

Please apply by emailing a single pdf file to admin@corbinhillfarm.com with the subject line "Accountant Application". Please include a cover letter including the experiences that qualify you for this position, a resume, and three professional references.

EOE STATEMENT

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, caste, tribe, age (40 or older), disability status, protected veteran status or any other characteristic protected by law.