About Fresh Director of Accounting and Finance

Organizational Overview
About Fresh is a Boston area nonprofit on a mission to strengthen communities by getting healthy food to the households that need it most. Our programs are built to be integrated into community health systems.

- *Fresh Truck* mobile markets bring affordable, healthy food to Boston neighborhoods
- *Fresh Connect* is a pre-paid debit card and analytic platform that enables health care providers to cover the cost of healthy food for patients and measure related health impacts
- *Fresh Box* a direct-to-doorstep contactless delivery of fresh fruits, vegetables, and other grocery staples developed as a response to the COVID crisis.

Position Description
About Fresh is looking for a mission-focused leader to join the team as Director of Accounting and Finance. This person will use their experience in nonprofit accounting, organizational finance, and internal operations to manage and develop those functions through a period of steep organizational growth.

The ideal candidate will have a proven capacity to work well with others and lead general accounting and financial reporting functions. Reporting to the CEO, this person will build and improve administrative systems and ensure compliance with all federal and state regulations.

- Own organizational accounting, including accounts payable and receivable, payroll, cash management, and other accounting operations.
- Work in collaboration with the executive team to refine and strengthen budget management systems for tracking program expenses and reporting on organizational finances.
- Lead all activities associated with the annual audit including internal reporting systems, materials preparation and collaborating with independent audit firm
- Define About Fresh’s financial performance indicators and facilitate measurement and reporting of those objectives.
- Improve and oversee systems for organizational expense and revenue tracking
- Ensure availability of equipment, staffing, and systems to About Fresh team
- Work with accounting firm to manage annual audit
- Establish, communicate, and interpret HR policies and procedures, and ensure compliance
- Maintain knowledge of employment legislation, and ensure compliance with federal, state, and local law and regulation

Who you are

- 5-8 years of experience in accounting and/or financial management at a nonprofit or start up with 50 employees or less
- Backed by a B.S. in accounting or finance
- Flexible but influential, in order to obtain buy-in and drive change – can act as both a creative business partner to our company's management and a hard worker who gets things done
- A structured, analytical thinker who can clearly communicate complex systems
- Strong knowledge of nonprofit accounting protocols including annual audit
• Willing to roll up your sleeves with a no task-to-small attitude
• Possess the cultural and social competency to work across a diverse array of teammates, partners, and communities
• An expert at accounting and internal operations software solutions such as, Quickbooks, Gusto, Expensify, Salesforce etc.

Benefits

• The salary range for this position is $95,000-$105,000
• Employer sponsored full medical, vision, and dental coverage
• 3 weeks paid vacation
• Commuter benefit
• Retirement savings matching

About Fresh actively fosters equity and inclusion through our programming, hiring practices, and organizational design to create a culture and environment where diverse perspectives, ideas, and identities are valued and integrated into our way of working and making decisions in service of our mission. About Fresh staff represent a wide diversity of racial, socioeconomic, gender, religious, and national identities—we value the depth this brings to carrying out our mission. About Fresh is an equal opportunity employer.

About Fresh Culture Code

Mission first - Our mission is our north star. It drives decision making, organizational strategy, program assessment, who we work with and how.

Implement intentionally - We carry out our mission deliberately because we know every decision we make impacts the experience of the people who matter to us.

Hustle with ❤️ - To deliver the best programs for our shoppers and partners we balance our diligence and hard work with empathy and flexibility.

We’ve got each other’s backs - This work is demanding which is why we go out of our way to take care of one another. From lending a hand lifting boxes to designing thoughtful HR policies we make sure everyone has the support they need to love coming to work every day.

Dream big with discipline - We have a big vision for the future of food and community health which is why we pursue our work with focused execution.

Learn and adapt - Change is inevitable, and we are not afraid of it (in fact, sometimes we push for it). We solve complex problems by staying committed to constant learning.

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