NY FarmNet Financial Consultant
Position Description

New York FarmNet supports farm families and agricultural businesses by providing financial and personal consulting to improve the farm business and family communications.

Requirements/Qualifications: The financial consultant position requires a BS in agricultural economics or related field. Significant, successful experience performing farm financial and management analyses, working with lenders and directly with agricultural producers is required. Proficient computer skills, including Microsoft Word and Excel, and the ability to learn data entry into the FarmNet data base is also required. Strong communication skills are critical for success in this position. A valid driver’s license and ability to travel are required.

Responsibilities:
1) Provide Timely Response to phone messages or e-mails so cases can be assigned appropriately. The family is to be contacted by phone within 24 hours of the case assignment so as to obtain preliminary information and arrange for face-to-face meeting as deemed necessary by the consultant.

2) Provide Farm Financial Consultation to families by making an initial assessment; assisting in identifying, gathering and analyzing data and information to identify problems; assisting in identifying and prioritizing alternative solutions based on the farm’s needs and resources; assisting in developing and enacting an “Action Plan”. Financial skills required are the ability to perform partial budget analyses, pro-forma income statements and cash flow statements, and balance sheets.

3) Facilitate Networking with appropriate local agencies and resources that can assist the family in carrying out their alternative solutions and decisions. Including but not limited to the FarmNet office, Cooperative Extension, Lenders, Milk Cooperatives, Dispute Resolution, Veterinarians, Nutritionists, etc.

4) Maintain Records of Services Provided by obtaining a signed Consent Form (as provided by the FarmNet office) from the farm family on the first visit. Anyone over the age of 18 who is working with the consultant must sign the form. In the case of long-term cases, or re-opened cases, this form must be updated annually. Timely and accurately detailed case notes must be entered into the FarmNet data base after each meeting with a client, as well as other data as required.

5) Attend Training and Professional Development, provided by FarmNet as three in-service training sessions a year - generally in March, July, and November. Consultants are required to attend these sessions. Consultants are also expected to seek out and participate in professional development opportunities related to their responsibilities, with consultation and approval of NY FarmNet office staff.

6) Outreach. Consultants may be offered opportunities to provide program outreach - such as hosting a booth at a farm show, making a brief program presentation at a local agency or business, or collaborating with agri-service providers on making a workshop presentation.

Support and Supervision is provided by the NY FarmNet office staff. Consultants are encouraged to contact the office and other consultants when assistance and/or information is needed. Consultants are encouraged to make
use of the extensive FarmNet resource library. Direct supervision is provided by the Executive Director of FarmNet.

**Duration of Appointment** is an annual reappointment on April 1 based on job performance approval and funding availability.

**Compensation** for financial consultants is hourly as Casual Employees of Cornell University, and are subject to the rules and regulations of Cornell Payroll. Pay is competitive and must average less than 20 hours per week. An independent consultant option is available for those who qualify.

**For more information contact:**
NY FarmNet
350 Warren Hall, Cornell University
Ithaca, NY 14853
800-547-3276
aes6@cornell.edu