



Part Time Finance and Operations Manager Position Announcement

About Farm School NYC:

Farm School NYC (FSNYC) is a collaborative project created by individuals and organizations involved in NYC's greening, botanical and agriculture work. Our mission is to train NYC residents in urban agriculture in order to build self-reliant communities and inspire positive local action around food sovereignty and social, economic, and racial justice. Farm School NYC offers urban agriculture training through a cohort program and a wide range of individual courses. Our courses focus on topics from social and racial justice issues, to urban planting techniques, to grassroots community organizing. Through engaging, place-based education, Farm School classes cultivate future leaders in NYC's food justice movement. FSNYC also serves as a fiscal sponsor for a growing organization in New York State, Black Farmers United-NYS.

About the Opportunity:

Farm School NYC is seeking a part-time Finance and Operations Manager to serve as the primary liaison for all organization fiscal matters and day-to-day operation activities for the organization as a whole. The Finance and Ops Manager will work closely with the Operations Director, Development Director, and collaborate with FSNYC staff in executing project-wide operations support. FSNYC staff are embarking on a journey to co-create a non-hierarchical leadership structure and the Manager will join this collective effort with staff by participating in organizational-wide decision-making to usher organizational-wide change.

Summary of Responsibilities:

Fiscal Administration - 75%

- Management of all bookkeeping functions for FSNYC and its fiscally sponsored organization— accounts payables and receivables, e-banking, monthly reconciliations, expense/income classification and tracking;
- Prepare quarterly financial reports including profit and loss, balance sheet and cash flow statements for both staff and Board of Directors meetings and provide insight on overall health of financial activities and processes plus offer ideas for enhancements;
- Prepare annual operating budgets, oversee budget management and delegate budget tracking to Directors/Managers;
- Collaborate on year-end closing and annual financial review/audit process and filings of 990 and CHAR 500 with Operations Director, CPA and Board Treasurer;
- Manage annual distribution of 1099s to contractors and W9s to staff;
- Serve as back-up to Operations Director with payroll processing;
- Co-develop and maintain policies and procedures for financial and operations processes.

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Organizational Health - 25%

- Manage organized fiscal documentation storage system and processes in cloud, co-developing and adhering to cybersecurity guidelines;
- Co-manage admin email and virtual mail system;
- Attend recurring team and organizational health meetings, and occasional quarterly Board meetings;
- Support FSNYC organizational health through participation in decision-making;
- Track staffing requirements and hiring of new employees as needed;
- Increase the efficiency of existing processes and procedures to enhance FSNYC's internal capacity;
- Provide general operations support to FSNYC programs staff as needed.

Required Skills:

- Strong political, racial, class, and gender analysis of food, labor, capital and climate justice and Black and Indigenous people of color-led liberation;
- Demonstrated expertise and experience in finance and operations or certificate or degree in Finance, Accounting or related field;
- 5 years experience in financial management preferred with sophisticated understanding of day-to-day accounting processes, general ledger work, payroll processing, and detailed budget processes;
- Strong team skills and ability to work independently; self-motivated;
- Ability to manage multiple priorities simultaneously and adhere to timelines;
- Excellent communication and project management skills;
- Excellent organizational and administrative skills;
- Ability to work primarily remotely, with occasional in person meetings in the NYC metro area.

Recommended Skills:

- Experience with BILL, and BILL Spend and Expense credit card
- Familiarity with Google Suite and Monday.com
- QuickBooks proficiency is a plus
- CPA certification is a plus

Compensation and Benefits: This is a part-time, 25-hour a week opportunity. The salary range for this position is \$38,000- \$43,000. Part-time employees receive 230 hours of paid time off per year (approximately 25 days of combined sick, vacation, holidays) per year. Benefits include 100% medical, dental, and vision coverage from UnitedHealthcare, as well as Workers Compensation, New York State disability and option to opt-in or

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out of Paid Family Leave (PFL) benefits. Staff can also take advantage of a \$500/year professional development reimbursement and a \$75/month work from home stipend for part-time staff.

To Apply: Complete this [application form](#). Applications will be reviewed on a rolling basis until the position is filled. The ideal start date for a candidate is May 2024. We hope you're excited about joining our team!

As an Equal Opportunity Employer, Farm School NYC is committed to creating a workplace that respects and values diversity of cultural, ethnic and experiential backgrounds. Black and Indigenous People of Color, differently-abled people, and LGBTQI persons are strongly encouraged to apply.