



**JOB ANNOUNCEMENT**  
**Director of Finance and Administration**  
**Pescadero, California**

Deadline for Applications: March 31st, 2018

**About Pie Ranch:**

Pie Ranch is a working organic farm, an education center and an organization building partnerships for a healthy and just food system. We envision a world where:

- All people know and value where their food comes from.
- Farmers have access to land and capital to build farms directly linked to local residents, businesses, and schools.
- Agricultural lands are preserved and enhanced for generations to come.

For more information on the organization, see <http://www.pieranch.org/>

**About the Position:**

The **Director of Finance & Administration** is responsible for running Pie Ranch's operations, the effective management of its financial and human resources, and of the technical, IT and administrative systems, to support the delivery of the organization's programs, goals, and objectives.

The successful candidate will be a hands-on and participative manager and a strategic thought-partner that reports to the leadership team. This is a tremendous opportunity for a Director of Finance and Administration to maximize and strengthen the internal capacity of a well-respected, high-impact non-profit organization.

**Job Responsibilities:**

*Financial Management*

- Manage and oversee daily fiscal process, including handling cash, processing accounts payable and receivable, and reconciling accounts.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for the board, and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors.
- Manages, in conjunction with CPA, annual tax filings.

- Oversee and lead annual budgeting and planning process in conjunction with the Co-Founders & Co-Directors; administer and review all financial plans and budgets; monitor progress and changes; and keep the leadership team abreast of the organization's financial status. Presents the budget to the Board of Directors and staff.
- Manage organizational cash flow and forecasting.
- Implement a robust financial management reporting system; ensure that billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial & operational matters to the leadership team, program or department managers and the board of directors.

#### *Human Resources Management*

- Further develop Pie Ranch's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
- Ensure that recruiting processes are consistent and streamlined.
- Establish and manage a comprehensive training program to educate employees regarding tools, policies, and procedures.
- Manages and processes bi-monthly payroll for employees.
- Oversees administration of employee benefits, including negotiating annual policy renewals.
- Attends to regulatory compliance and administration.
- Manages the Agricultural Justice Project's Food Justice Certification process.
- Create and hold respectful, appropriate spaces for employee conflict resolution and team building opportunities.

#### *Coordination with Development Activities*

- Coordinate with grants manager and development team to ensure that funders are receiving accurate financials for organization and program-specific budgets.
- Conduct regular reconciliations with development and accounting systems.

#### *General Operations Management*

- Manages and negotiates insurance policies, including liability, property, workers compensation, etc.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.
- Oversee Office Manager/Bookkeeper.
- Participates in program activities, as needed.

## **Knowledge, Skills, and Abilities:**

### *Required:*

- Minimum of a BA, ideally with an MBA/CPA or related degree.
- At least 7 to 10 years of overall professional experience; ideally five-plus years of broad financial and operations management experience. 1-2 years experience working in a non-profit organization in a related capacity.
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a small organization, a division or significant program area, and has preferably overseen a human resources function previously.
- Proven experience and skills in budgeting, planning and delivery of project outcomes and overall program effectiveness.
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- A track record in grants management.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software. Demonstrated proficiency with QuickBooks, Microsoft Office Suite, and Google Office Applications.
- Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities.
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A multitasker with the ability to wear many hats in a fast-paced environment.
- Personal qualities of integrity, credibility, and dedication to the mission of Pie Ranch.
- Commitment to Racial Justice and Anti-Oppression work.
- Understanding that work is within the rustic reality of a farm.
- Bilingual in Spanish
- U.S. citizen or legal right to work in the U.S.

### *Desired:*

- Desire for long-term commitment and growth.
- A strong knowledge or interest in sustainable agriculture and food issues.
- Understanding of and commitment to food sovereignty and food justice.
- Knowledge of education and youth development issues.
- Residence in proximity to the farm.
- Experience working collaboratively in a team environment with successful outcomes.

- Professional, friendly, and enthusiastic personality.
- Enjoyment of farming and gardening, cooking and baking, and interacting with youth.

*Work-Specific*

- Access to computer for work-product development and for communication with colleagues and collaborators.
- Valid California Driver's License, and ability to drive and access to a vehicle for travel to bank, farm, and other work-related duties.
- Criminal background checks required.

**HOURS AND COMPENSATION:**

This is a full-time, exempt, position located in San Mateo County. Salary is commensurate with experience. Generous benefits package including medical, dental and vision is offered.

**APPLICATION:** Interested and qualified candidates should provide the following to Delma Sout, Director of Finance & Administration, via email: [delma@pieranch.org](mailto:delma@pieranch.org). No phone calls, please.

- Cover letter describing your interest and qualifications in this position.
- Resume.
- Three references.

***Applicants only. Recruiters, please don't contact this job poster.***

***Pie Ranch is an affirmative action/equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.***