

Director of Finance (Philadelphia, PA)

The Food Trust is a nationally recognized nonprofit dedicated to ensuring that everyone has access to affordable, nutritious food and information to make healthy decisions. Headquartered in Philadelphia, The Food Trust works with neighborhoods, schools, grocers, farmers and policymakers in the city and across the country to develop a comprehensive approach to improved food access that combines nutrition education and greater availability of affordable, healthy food. More information about The Food Trust is available at www.thefoodtrust.org.

POSITION SUMMARY

The Food Trust seeks an experienced and talented Director of Finance to join our dynamic agency. This position will report to the CEO and provide leadership and oversight for the agency's financial strategy and management of accounting, finance, information technology and infrastructure functions. As a key member of our Senior Leadership Team, the Director of Finance will uphold the highest standards of ethics and integrity, positively contributing to a vibrant and innovative work culture, and represent The Food Trust in a professional manner at all times.

ESSENTIAL FUNCTIONS

Finance

- Develop and oversee the agency's fiscal strategy and operations.
- Maintain a strong system of internal controls that promotes integrity and transparency throughout the organization. Perform risk assessment as needed to focus the organization's efforts and resources.
- Oversee monthly financial reporting including statement of activities, statement of financial position, cash projections, forecasting and grant reporting.
- Oversee all accounting transactions, including monthly allocations, either directly or through direct reports.
- Oversee the preparation and coordination of the annual audit, including compliance to A-133 regulations, grants audits, tax filings including 990, BCO-10, BPT return, payroll returns of 941s, and W-2s and 1099s.
- Lead annual agency budget preparation process by grant, program and department.
- Continually monitor budget variances and notify specific grant, program or department stakeholders with budget performance updates.
- On-demand responsibilities include financial reports to grantors, review of program budgets and other miscellaneous reports necessary for creditors and other interested parties.
- Oversee payroll processing, payroll provider relationship, payroll reporting and related payroll tax practices.



- Participate in decisions and authorization process for purchases and allocation of resources impacting the agency's budget and fiscal operations.
- Serve as a member of The Food Trust's Senior Leadership Team and advise the CEO and senior staff regarding the financial management of the organization.
- Work with legal counsel and internal program management to ensure compliance with funding source, grant and regulatory requirements.
- Attend and present information and compile reports for Finance Committee and Board of Directors meetings.
- Establish and maintain operational policy and procedures for the accounting department.
- Conducts contract negotiations (non-grant) for employee benefits, leases, insurances, etc.

Information Technology, Data, and Electronic Communications

- Oversee the agency's information technology, data, voice and electronic communication operations.
- Oversee relationship and service agreements with outsourcing partners.

Supervisory

- Lead Finance department and IT consultant, providing performance management and supervisory oversight to the Controller and IT consultant positions.
- Manage daily work activities of direct and indirect staff providing direction with workload assignments and tasks, review of documents, technical assistance, and meet regularly to review status of assigned objectives.
- Provide opportunities for staff development and professional growth.
- Make independent decisions and/or recommendations for hiring, separations, performance evaluations, disciplinary counseling, salary recommendations, workload distribution, communication, recognition activities and employee relations.

KNOWLEDGE, SKILLS AND ABILITIES

- Understanding of The Food Trust's mission, goals and objectives and ability to work independently with a high level of energy and contribute as part of a larger team.
- Strong understanding of fiscal operations and generally accepted accounting principles and practices.
- Strong understanding of nonprofit accounting, particularly fund/grant accounting, compliance and reporting.
- Strong understanding and ability to develop complex budgets and monitor budget variations, and perform analysis to make recommendations for budget corrections.
- Knowledge of employment law and related regulations, risk management practices and the human resources body of knowledge.
- Technologically savvy, with an ability to point to examples of having worked with IT staff to develop and implement new processes and systems that increased efficiency in a fast-moving environment.
- Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative and professional interaction with diverse groups of co-workers, external business partners, funding representatives, bank/creditors and the community.

- Demonstrates ability to manage multiple daily, weekly, monthly and long-term tasks by carefully setting priorities, meeting deadlines, and scheduling time efficiently.
- Proficiency with common software programs including Microsoft Office, and ability to quickly master customized financial databases; MIP accounting software and Sage Intacct cloud-based accounting system experience preferred.
- Ability to lead others, communicates a shared vision and executes business objectives.
- Demonstrates ability to work with other people through a cooperative and respectful effort.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee will frequently stand; walk; sit; use hands to handle objects, tools or equipment; reach with hands and arms; balance; talk or hear. The employee will occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.
2. The employee will regularly spend time sitting at a desk working at a computer workstation keyboarding, using a telephone, and performing routine clerical duties.
3. The employee must occasionally lift and/or move up to 10 pounds.
4. Operate related office equipment and use necessary tools.
5. Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually moderate.
2. Although work is primarily indoors, you will be required to travel outside to The Food Trust locations/special events.
3. Position may require occasional trips to attend conferences seminars, and meetings.
4. May require working non-traditional hours based on operational needs.

EXPERIENCE, EDUCATION AND LICENSURE

Minimum Experience: At least twelve (12) years of professional experience that includes eight (8) years' experience in a senior financial management role (partnering with senior leadership, resulting in the development and implementation of creative financial management strategies). Significant experience in nonprofit accounting, including sophisticated fund and grant accounting, compliance and reporting, is required.

Minimum Education: BA/BS degree from an accredited college or university in Finance, Business Management, Accounting or other related field of study; CPA preferred; MBA/MA degree preferred.

SALARY/PAY RATE: Competitive

EMPLOYMENT CATEGORY: Full time, exempt

JOB OPEN DATE: Immediately

TO APPLY: Email your résumé and cover letter to jobs@thefoodtrust.org. Please reference “DIRECTOR OF FINANCE” in the subject line. Please do not call. ***Applications are due on Monday, May 24.***

The Food Trust adheres to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran status, disability or sexual orientation.