

# The Food Trust

Ensuring That Everyone Has Access To Affordable, Nutritious Food



## DIRECTOR OF FINANCE

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](http://www.thefoodtrust.org).

### POSITION SUMMARY

The Food Trust seeks an experienced and talented Director of Finance to join our dynamic agency. This position will 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 management 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.
- 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 and maintenance of internal controls either directly or through direct reports.
- Oversee the preparation and coordination of the annual audit process 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 management team and advise the Executive Director 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, present information and compile reports for Finance Committee and Board of Directors' meetings.
- Establish and maintain operational policy and procedures for the accounting department.

#### *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.

*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*

## *Supervisory*

- Lead the Finance Team, providing performance management and supervisory oversight to the Controller position.
- 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.
- Create and lead the department budget development and operate within budget limitations.
- 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**

- A. 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.
- B. Strong understanding of fiscal operations and generally accepted accounting principles and practices.
- C. Strong understanding of nonprofit accounting, particularly fund/grant accounting, compliance and reporting.
- D. Strong understanding and ability to develop complex budgets and monitor budget variations, and perform analysis to make recommendations for budget corrections.
- E. Knowledge of employment law and related regulations, risk management practices and the human resources body of knowledge.
- F. 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.
- G. 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.
- H. Demonstrates ability to manage multiple daily, weekly, monthly and long-term tasks by carefully setting priorities, meeting deadlines and scheduling time efficiently.
- I. Ability to operate a computer and use a variety of common software programs including Microsoft Office, spreadsheets and customized financial databases.
- J. Ability to lead others, communicates a shared vision, and executes business objectives.
- K. 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 finger, handle, or feel 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; MBA/MA degree preferred.

**SALARY/PAY RATE:** COMPETITIVE

**EMPLOYMENT CATEGORY:** FULL TIME

**JOB OPEN DATE:** IMMEDIATELY

**TO APPLY:** Email your résumé and cover letter to [jobs@thefoodtrust.org](mailto:jobs@thefoodtrust.org). Please reference "DIRECTOR OF FINANCE" in the subject line. Please do not call.