

## **Sustainable CAPE - Center for Agricultural Preservation & Education**

**Title:** Operations & Finance Manager

**Location:** Truro, MA in person

**Employment Type:** Approximately 20-25 hours/week, year-round

**Compensation:** \$28 - \$35/hour depending on experience

**Reports to:** Founding Director

### **POSITION DESCRIPTION**

The Sustainable CAPE **Operations & Finance Manager** is responsible for the performance and management of administrative and business operations for Sustainable CAPE, a 501(c)3. Sustainable CAPE's mission is to celebrate local food while inclusively educating about the health of our bodies, community, and environment. Our team is deeply dedicated to building a stronger and more resilient local food system. The Operations & Finance Manager is the hub of internal operations at Sustainable CAPE and ensures effective systems are in place, maintained and carried out. Areas of operational oversight and coordination include: finance, general office systems, HR systems interface, contract and vendor management. Sustainable CAPE is a year-round team of 10 individuals, delivering on fast-paced, seasonal and deadline driven schedules. The goal of the Operations & Finance Manager is to ensure that foundational functions of the organization are working efficiently and smoothly so that program and development staff have all necessary resources at their fingertips to successfully meet team objectives and serve Sustainable CAPE's mission. The Operations & Finance Manager will collaborate closely with the team and report to the Founding Director.

### **KEY RESPONSIBILITIES AND DUTIES**

*Finance (50%)*

- Manage all internal financial processes and bookkeeping including:
  - Manage and Execute Payroll
  - Maintain general ledgers (Quickbooks Online)
  - Reconcile bank accounts
  - Manage Accounts Receivable & Accounts Payable
  - Monthly billing for all contracts and cost reimbursement grants- ensuring that bills are submitted in timely fashion with all supporting documentation - this includes billing of our Food is Medicine program contract & school contracts
  - Process deposits including donations
  - Develop & maintain organizational, programmatic & grant budgets, track expenses, monitor grant spending, allocate resources to align with goals
  - Manage Farmers Market financials including weekly vendor payouts
  - Support program staff in understanding and utilizing budgets so that they can reach program goals including monitoring spend downs with program manager
- Oversee annual Financial Processes and reporting

- Facilitate & oversee annual tax return & financial statements
- Provide consistent financial reports as needed by different committees (events, programmatic, board, etc)
- Track donor-restricted funds
- Oversee annual workers compensation audit
- Manage and oversee the annual tax return and financial statement process with CPA company
- Manage annual budgeting process for the organization in coordination with the management team
- Work with Management Team and Founding Dir. on all contracting including contract development and implementation
- Ensure compliance with state/federal nonprofit laws, regulations & reporting requirements
- Comply with and keep up to date the Financial Procedures Manual

#### *Operations (25%)*

- Oversee facilities operations including purchasing
- Coordinate and review insurance policies for the organization ensuring they are up to date and adequate for organizational needs
- Oversee IT systems and maintain systems & subscriptions for databases and IT tools: Google Workspace, Dropbox, Wordpress, GoDaddy, Bloomerang, Mailchimp, Quickbooks, SNAP processor, Paypal, and other systems as needed
- Website Management
  - Ensure website is up to date and running smoothly with support from other team members
  - Add events and news to website
  - Manage donation pages and form integration
  - Support Development & Communications Manager with building and managing online auction (Auctria) and online event and ticketing webpages through QGive

#### *Administration (25%)*

- Coordinate HR & organizational policies
- Coordinate onboarding of staff including IT, HR, and other orientations to organizational culture
- Maintain Organization Policies: Financial Procedures, DEI, Sexual Harassment, and others - ensure regular review and process for updating any policies with the ED and Board
- Support Founding Director in preparation for Board Meetings including reports
- Attend quarterly Board Meetings as requested, and record meeting minutes
- Participate in regular Manager/Leadership Meetings
- Participate and play a leadership role in regular staff meetings
- Improve organizational workflows

- Collect & process mail
- Monitor admin@ & info@ email accounts and direct to appropriate team member for response and/or respond directly as needed
- Other duties as assigned

## **SKILLS & QUALIFICATIONS**

We are looking for a financial-minded, detail-oriented, analytical problem solver & systems thinker who can support our organizational mission. You will become an integral part of a positive and hardworking group executing purpose-driven, meaningful work. Our ideal candidate has 3+ years experience in finance, operations and/or office administration and will function well as the hub of a vibrant and dedicated team. We will rely on your strong communication skills (both oral and written) as well as your planning and organizational experience to keep our operation running smoothly and to support stakeholder relationships both internally and externally. Knowledge of Cape Cod's communities is a plus, as we are a grassroots, collaborative organization that is grounded in partnerships across the region.

### *Additional skills:*

- Strong Microsoft Excel, Word and database skills, Google Workspace, Wordpress, Dropbox, as well as with CRM software (we use Bloomerang, QGiv, Auctria)
- Highly prefer experience accounting software (Quickbooks Online) and payroll systems
- Drivers license preferred (job requires some travel in and around the outer Cape area)
- Non-profit experience and Bachelor's degree or equivalent on job experience preferred
- Ability to document systems for replicability
- Integrity, positive attitude, mission-driven, self-directed team player
- Creativity and a sense of humor a plus

## **APPLICATION PROCESS**

To apply please submit your resume, cover letter, and three references to **work@sustainablecape.org** with the subject line: Operations & Finance Manager Application. References will not be contacted without your prior approval and notification.

*Sustainable CAPE is an equal opportunity employer and **strongly encourages** applicants from culturally diverse backgrounds and/or historically under-represented communities.*

*We are an equal opportunity employer (EOE) that does not discriminate on the basis of race, color, religion or belief, disability, gender, nationality, ethnicity, sex, gender identity or expression, sexual orientation or any other status protected by law. Sustainable CAPE is committed to equal employment opportunity and strongly encourages women and people of diverse backgrounds to apply.*