

## **JOB DESCRIPTION**

**Job Title:** Staff Accountant  
**Department:** Finance  
**Reports to:** Finance & Operations Manager  
**Salary:** \$55,000 to \$65,000 commensurate with experience

*Join California FarmLink's Finance Team to support California farmers and vibrant local food systems. This position will play a key role in the growth of FarmLink's agricultural lending, land access and farm business education programs. As a Community Development Financial Institution (CDFI), FarmLink is nationally recognized in its focus on supporting the land and capital needs of next generation farmers.*

### **JOB SUMMARY:**

Maintain organizational and program financial administration, including primary entries into the general ledger, overall general ledger administration, accounts receivable, accounts payable, financial reporting and audit preparation. Assist program managers with budgeting and in understanding how transactions are coded. Assist Finance Manager with grant reporting as requested. Assist with liability/risk insurance policies. Maintain human resource records, including payroll, employee benefit programs and legal compliance and records. Provide information and reports as needed to Finance Manager/Chief Financial Officer and Audit Committee.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Full Charge Bookkeeping—Maintain financial systems, including general ledger administration, accounts receivable, accounts payable, financial reporting and loan fund reconciliation
- Maintain financial policies and internal controls to safeguard organizational assets and comply with regulatory requirements
- Assist program managers as needed with budgeting, reporting, and recording current transactions
- Support annual and other periodic audits from federal and state regulators
- Assist in annual reporting to state and federal agencies
- Maintain corporate records and files as requested
- Maintain human resource recordkeeping responsibilities, including payroll, employee benefits, 403b retirement program, legal compliance and records administration
- Maintain and administer risk management needs including liability and property insurance policies and operational practices
- Attend staff meetings on a regular basis
- Perform all other reasonable duties as assigned

### **ORGANIZATION EXPECTATIONS OF EMPLOYEE**

- Outline and execute individual performance goals aligned to FarmLink strategic plan
- Adhere to FarmLink policies and procedures
- Maintain a positive and respectful attitude
- Communicate regularly with supervisor

- Demonstrate flexible and efficient time management and ability to prioritize workload
- Consistently report to work on time prepared to perform duties of position
- Meet productivity standards set with supervisor
- Continually assess organizational resources, processes, systems and services to increase operational efficiency / effectiveness

## **QUALIFICATION STANDARDS**

- Excellent financial system management experience including QuickBooks and Excel
- At least three years of non-profit financial accounting
- Excellent inter-personal skills, comfortable working with people of varied cultural backgrounds and English as second language users
- Ability to write and edit effectively, with tact, diplomacy, and/or authority when necessary
- Good organizational skills, well disciplined, and able to meet deadlines, self- starter
- Ability to work under pressure of many priorities and deadlines; effective problem solver
- Minimum AA in accounting, or certificate in bookkeeping, other evidence of strong knowledge of accounting fundamentals including debits, credits, chart of accounts structure, internal control, and basic techniques for reconciling accounts
- Strong computer skills

California FarmLink offers a generous benefit plan, including health insurance after 60 days, retirement, sick, vacation and life insurance. California FarmLink maintains a drug-free workplace and is an equal opportunity employer.

### **How To Apply**

Please email a thoughtful cover letter explaining your interest in the position and organization with resume to: [info@cafarmlink.org](mailto:info@cafarmlink.org). No phone calls please.

### **Who We Are**

California FarmLink is a statewide nonprofit whose mission is to link independent farmers and ranchers with the land and financing they need for a sustainable future. For more info: [www.cafarmlink.org](http://www.cafarmlink.org)