

## **Business Skills Advisor**

<b>Status:</b>	Full Time, Exempt
<b>Reports To:</b>	Program Manager, Land Access and Farm Business Education
<b>Supervisory:</b>	Non-applicable
<b>Primary Office:</b>	Remote within Northern California
<b>Salary:</b>	Salary range is \$55,000 - \$80,000 commensurate with experience, with a starting salary likely between \$65-75,000.

### **JOB SUMMARY:**

Join the California FarmLink team to support the prosperity of California farmers, ranchers, and fishers ensure equitable access to economic opportunity, and support environmental stewardship and vibrant local food systems. This position plays a key role in supporting FarmLink's educational and lending activities. This is an exempt full-time position at 40 hours per week.

The Business Skills Advisor is a critical member of FarmLink's Land Access and Farm Business Education Program, and will work closely with the Lending Program as well. The Advisor will provide technical business support to FarmLink clients across California to assist them in creating and managing sound business plans and accessing high-quality land tenure and appropriate financing. The foundation of this work is ensuring that clients have solid bookkeeping systems in place and the ability to access timely and accurate financial information for purposes including managing for profitability, attaining land tenure and credit, and filing income tax returns. Building on this foundation, the Advisor will help clients to evaluate other aspects of their business including business structure, legal liability, payroll and labor, insurance, and critical infrastructure investments. One of the key roles of the Advisor will be to help clients identify when they can benefit from the support of legal and accounting professionals or other service providers such as bookkeepers and insurance brokers, and to support farmers in creating and maintaining appropriate business relationships.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Ensure that clients have standardized double-entry bookkeeping systems in place and are able to manage those systems either on their own or through a paid bookkeeper.
- Assist clients in preparing basic business plans and assembling various supporting documents needed to qualify for a loan or to receive assistance with land access.
- Help clients identify various needs for legal and accounting services and other business support services such as bookkeeping, payroll services, or insurance, and establish working relationships and work habits that will support their long term success as business managers.
- Assist with analysis and relationship introductions related to key business decisions on topics such as entity formation, insurance, labor, cash-flow planning, asset acquisition, expansion to new acres, crops or markets, and taxation.
- Maintain detailed client files including ongoing assessment of clients needs and progress, consultations with other FarmLink staff and outside advisers, client meetings and meetings with the client and business service providers. Prepare clear and

compelling written status reports discussing client progress, barriers, strategies, plans, etc. and meet regularly with your supervisor to discuss.

- Other duties: help farmers to identify education and business development goals and access educational resources; provide occasional presentations to small groups; participate in reporting on program activities and farmers accomplishments and metrics; and participate in FarmLink staff meetings, trainings, and team-building exercises.

## **POSITION REQUIREMENTS**

### **Minimum Requirements:**

- Associate Degree in Accountancy with ten or more years of experience, or
- MBA or Bachelors in business administration, accountancy, agricultural economics, marketing, finance or other related fields with 2-4 years of experience.
- Fluent in written and spoken Spanish and English and able to communicate complex ideas simply, directly, and accurately.

### **Other Skills and Qualifications:**

- Proficiency in double-entry bookkeeping including competence with developing or cleaning up a chart of accounts, creating an opening journal entry, and validating key Balance Sheet account balances.
- Knowledge of Generally Accepted Accounting Principles and general accounting policies and procedures and policies, especially for a small business organized as a sole proprietorship, partnership, or limited liability company, or S-corporation.
- Experience with QuickBooks, Xero, SAGE, Peachtree, or similar bookkeeping software.
- Excellent spreadsheet skills and ability to create clear and compelling spreadsheets easily used and understood by others.
- Ability to work effectively in multiple environments including in-person, on-farm, at a coffee shop, or through multiple methods including text, phone calls, video calls, and e-mail.
- Minimum 2 years of experience in a demanding environment with an emphasis on analytical insight, accuracy, and professional discretion working with financial information, ideally in a farm-business setting.
- Ability to provide confidential, unbiased, professional assistance to clients who may be resistant to accepting difficult financial facts, or experiencing extreme financial stress.
- Familiarity with agriculture, real estate, agricultural/small business development, US Department of Agriculture programs, and/or community development finance experience a plus.
- Good organizational skills, exceptional attention to detail, well disciplined, meets deadlines, and a self starter.
- Ability to present and instruct in person and in webinars for audiences of 20-50 a plus.

California FarmLink offers a generous benefits plan, including health insurance after 30-60 days (depending on start date), employer contribution to 403b retirement plan, paid vacation, and a

family-friendly and flexible work environment. California FarmLink maintains a drug-free workplace and is an equal opportunity employer. ***We seek candidates that represent the diversity of the communities we serve, and strongly encourage you to apply.***

### **How To Apply**

Please use subject line “Business Skills Advisor” to email a thoughtful cover letter explaining your interest in the position and organization with resume to: [humanresources@cafarmlink.org](mailto:humanresources@cafarmlink.org). No phone calls please. Posted December 2021; applications accepted on a rolling basis; open until filled.

### **Who We Are**

The mission of California FarmLink is to invest in the prosperity of farmers and ranchers through lending, education, and access to land. We value equitable access to opportunity, resilient working landscapes, fairness and accountability, and learning from diverse farmers and ranchers. For more info, and to learn about FarmLink’s commitment to Diversity, Equity and Inclusion: <https://www.californiafarmlink.org/dei-principles/>