



Maine Organic Farmers and Gardeners Association Job Description
Finance & Operations Coordinator
(July 2022)

The Maine Organic Farmers and Gardeners Association is seeking a dynamic, self-motivated and organized individual to join the Operations Team. The Operations team covers a broad range of work across internal systems at MOFGA including HR, Finance, Database and Constituent Data and IT. The ideal candidate will have strong organizational skills and operations experience, particularly in Finance and/or HR. While this position will focus primarily on Finance and HR administration, this is a multi-faceted position that will work closely with the Operations team to lead and assist on key projects around Finance, HR, IT and the Database. Additionally, the successful candidate will be a strong communicator and 'bridge builder' working with staff from all program areas at MOFGA to help develop and improve key operational systems.

Key Areas of Responsibility:

- To manage day-to-day bookkeeping and financial processing for MOFGA including data entry and routine reconciliation of all financial accounts;
- Provide staff communications and training around finance and operations processes;
- Assist with financial analysis and reporting to MOFGA's Operations Director, Executive Director and Board of Directors;
- Manage employee payroll and HR benefits administration

Supervisor: Operations Director

Work Week: Full time – 40 hours per week, Mon – Fri (additional evening or weekend hours as needed). Flexible hours may be available.

Position: Salaried. Federal Fair Labor Standards Act Exempt / Non-Exempt. The employee is not eligible for overtime payment. MOFGA offers an excellent benefits package with paid medical, dental and vision insurance and paid parental leave. Employees receive a generous time-off package including paid vacation and sick time, three personal days, 14 paid holidays each year, plus additional paid time off during the last week of the year. Due to the nature of this position, the successful applicant will be required to complete a background check.

Location: Unity

Wage Range: Target \$45,000-\$47,000





Required Abilities and Knowledge:

- Previous financial and administrative experience including with Account Payable, Account Receivable and Payroll processing, preferably in a Nonprofit setting
- Proficient in Excel and Google Sheets, including experience with data analysis and reporting
- Experience using MS Office and Google Workspace
- Ability to process large volumes of data accurately and in a timely manner
- Impeccable attention to detail and follow-through
- Excellent written and oral communication skills
- Commitment to working well with staff, volunteers and the public

Additional experience that may benefit this position:

- Prior experience using Quickbooks online
- Experience using Paychex or other payroll processing platforms
- Experience using a non-profit CRM or other database platforms
- Understanding of issues related to organic agriculture in Maine

Responsibilities:

Finance:

- Work closely with MOFGA's contracted accountants and Operations Director to ensure accurate bookkeeping, monthly reconciliations, and regular financial reporting.
- Manage daily financial processing including entering daily revenue in QBO, bank activity, and performing monthly reconciliations of all peripheral financial accounts (Paypal, stripe, Altru, shopify, etc.).
- Process monthly Sales Tax filings related to the Maine Organic Marketplace.
- Circulate monthly credit card statements to staff for accounting; Maintain records of statements and receipts.
- Perform routine reviews of Accounts Payable, including check processing, and maintain financial records in line with record retention guidelines.
- Manage Accounts Receivable processing, including developing and implementing an invoice (AR) request process.
- Assist with the coordination of the annual budget process.
- Assist with annual tax filing and audit preparation.

HR Benefits Administration

- Manage bi-weekly payroll processing.
- Maintain MOFGA's payroll system, including entry of new hire data and training new staff, updating existing records and terminations.
- Assist the Operations Director with administering MOFGA employee benefits including: flexible spending accounts, health insurance, life insurance, retirement plans, worker's compensation etc.
- File and maintain personnel records for easy access.





General

- Develop and maintain clear documentation of processes across systems.
- Deliver verbal and written communications to staff regarding finance and HR processes.
- Create and implement staff training for finance and HR processes as needed.
- Help with finance administration of the Common Ground Country Fair.
- Other duties as assigned.

MOFGA's success depends upon the collaborative spirit among its staff members and volunteers. Employees are expected to be ready and willing to assist colleagues in all program areas when directed to do so by their supervisors.

To apply, please send a cover letter and resume to Anna Miller, at hire@mofga.org. Applications will be reviewed starting August 10, 2022 and will remain open until the position is filled.

The Maine Organic Farmers and Gardeners Association is a broad-based community that educates about and advocates for organic agriculture, illuminating its interdependence with a healthy environment, local food production, and thriving communities. MOFGA is committed to creating an inclusive and sustainable workplace that reflects this mission. MOFGA is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation, or any other characteristic protected by federal, state, or local law.

