



Northeast Organic Farming Association of Vermont

Nourishing People, Land, and Justice through
Organic Agriculture



Title: Director of Finance and Operations (DFO)

Reports to: Executive Director

Supervises: Finance Coordinator, Office Manager, Human Resources Manager (position not yet hired)

Position Type: Full time (40 hours/week), benefits-eligible

Job Summary: The DFO has primary responsibility for overseeing all budget and fiscal functions, policies and procedures for Northeast Organic Farming Association of Vermont Inc. and Vermont Organic Farmers LLC. The DFO also oversees human resource functions, IT and administrative systems.

Job Responsibilities:

- Create, implement, and manage full organizational finance and operations structure: operating processes, policies, and workflow to optimize the overall financial function with efficiency and accuracy while ensuring internal controls and reflecting industry best practices.
- Plan, develop, manage and provide fiscal and administrative oversight for the organization's ~\$4.5 million budget, including developing the yearly budget.
- Oversee and direct the organization's accounting activities for both NOFA-VT and VOF (which requires managing the separate accounts of the VOF LLC owned by the nonprofit) including accounts payable, accounts receivable, cost accounting, invoicing, fringe benefits and payroll.
- Responsible for financial management and reporting for NOFA-VT and VOF, including tax, long-range financial forecasting, and organizational insurance.
- Ensures procedures and systems necessary to maintain proper records and to ensure adequate internal accounting controls and services in line with GAAP.
- Along with Human Resources Manager, oversee retirement and insurance policies, and benefits administration and ensure the organization is following best practices.
- Assist with the grant application and reporting requirements.
- Support program directors in budget development, monitoring and reporting.
- Support program financial needs including quarterly reconciliation and grants management.
- Prepare Excel invoices and supporting schedules while following financial terms and conditions for publicly funded contracts including budgets, time and effort requirements, agency reporting and grant closing procedures.
- Periodically project grant spending in Excel to ensure grant maximization.
- Ensure compliance with federal and state financial and legal requirements for a portfolio of public grants.
- Monitor staff time allocations to grants and contracts to ensure maximum efficiency of financial resources.
- Supervises department staff and consultants including bookkeeper, office manager, HR manager.
- Ensure compliance and timely filing of financial reports required by local, state, and federal government agencies.

PO Box 697 | 14 Pleasant Street | Richmond, VT 05477

NOFA-VT | nofavt.org | Phone: 802-434-4122 | Fax: 802- 329-3033

Vermont Organic Farmers LLC | vermontorganic.org | Phone: 802-434-3821 | Fax: 802- 329-3029



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- Prepares organization for annual audit and serves as primary liaison with auditors.
- Monitors the organization's financial position and issues quarterly reports on the organization's financial condition and other reports required by management and the board finance committee.
- Oversees all banking and investment relationships.
- Actively participates on the Admin/Leadership team and supports overall organizational health and function.
- Oversee the administration of the office.
- Support a collaborative team environment.

Additional Responsibilities and Organizational Expectations (applies to all NOFA staff):

- Attend bi-weekly staff meetings and quarterly board meetings
- Provide staffing support for the Winter Conference
- Facilitate a minimum of 2 NOFA-VT events annually and support NOFA-VT outreach at 1-2 tabling events per year
- Every staff person at NOFA aims to design a work plan that allows space for collaboration and support for emergent needs

Desired Qualifications, Skills and/or Experience:

- 5-10 years of non-profit financial management experience in organizations with a budget of at least \$1 million
- Bachelor's Degree in accounting or finance, preferably an MBA and/or C.P.A.
- At least 5 years of experience in fund, revenue, and/or nonprofit accounting
- Experience preparing budgets and financial reports
- Experience with 990 audit response including supporting schedules and documentation
- Mastery of GAAP, internal control systems, and 2 CFR 200 Uniform Guidance
- Ability to apply the theory behind grant processing to different requests while maintaining the organization's external reporting standards
- Experience in a management and supervisory role and held a leadership position in another organization
- Advanced knowledge of federal, state and foundation grant accounting, compliance reporting
- Proficiency with QuickBooks and Excel
- Excellent written and oral communication
- Strong attention to detail
- A team player with strong interpersonal skills
- Strong analytical and organizational skills
- High degree of trustworthiness and confidentiality
- An interest in organic agriculture and commitment to NOFA-VT's mission

Work Schedule and Location

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Our office is located in Richmond, VT, though most staff work in a hybrid format, balancing in-person work and collaboration at the office or another central location, and working from home, if desired. Work is typically conducted Monday through Friday during regular business hours, with occasional weekend and evening hours. Periodic travel is required for meetings, conferences, and events. Remote work from within Vermont will be considered, though applicants must have the ability and willingness to travel to the Richmond office, or other nearby locations, somewhat regularly for in-person collaboration.

Compensation: This is a Director level position, falling into NOFA-VT's pay band of \$73,028 to \$101,754/year. NOFA-VT offers competitive benefits including combined time off, health insurance, dental insurance, vision insurance, life insurance, retirement, and an employee assistance program.

Equal Opportunity Employer

NOFA-VT provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

To apply: Please submit a cover letter, resume and contact information for two references to grace@nofavt.org with "Director of Finance & Administration Application" in the subject line. Application deadline: 6/10/23 for priority consideration, though the position will remain open until filled.

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