



Finance Assistant with Growing Gardens

Do you like numbers and are excited about details? Have you been working in finance, accounting, bookkeeping or a related field, and want to support an amazing team of leaders in a growing food justice nonprofit organization? Are you looking for a chance to build skills, be innovative and support direct finance efforts that are fun, engaging and strive to push finance to be more inclusive and asset-based? If so, we want you to join our team and grow with us. We don't have all the answers but are trying to figure out a new way to increase revenue that is more mission aligned.

Growing Gardens has an opening for a part-time (5 to 15 hours a week Monday-Friday) finance assistant who will work with our Finance Manager to ensure that our finance department is running at the highest potential possible.

We are **currently working remotely** but this position will need to be based here in Portland Oregon and come into the office occasionally based on the needs of the program, meaning this is not a fully-virtual position. We take the current COVID-19 pandemic seriously and work with our teams to ensure their health and safety are centered in our work and shared work space. If you have more questions about our current COVID-19 policies please reach to chat more.

Job Responsibilities: With % of time estimated; note these will change on a seasonal basis.

Finance support: Percentage of time 100%

- Ensure checks are opened based on GAP practices and documented, stored and accounted for
- Make weekly check deposits
- Submit weekly check requests
- Support [Susan Matlack Jones](#) (SMJ) accounting firm with financial information needed to complete their reporting and tracking
- Lead staff credit card expense tracking and receipt collection
- Process expense reports from SMJ to support program directors
- Calculate & submit quarterly mileage reimbursement for staff to SMJ
- Support the Growing Gardens Finance Manager with weekly accounting tasks e.g. processing expense reports, collecting receipts, etc.
- Downloading credit card reports
- Support with Development coding
- Mileage reimbursement
- Timesheet support

The skills we are looking for are:

- Has lived experience that is relevant to our work, mission, and anti-racism values
- Loves working with numbers

- Excellent communicator (in-person, electronically, in groups and over-the-phone)
- Ability to focus on the details; i.e. detail-oriented
- Not afraid to ask for things or questions
- Has 1 or more years of experience in Excel, accounting, data entry or detail-oriented software
- Confidence working with or learning various types of computer software, including experience in Word, Excel, and database software
- Great organizational skills
- Willingness to accept challenges and learning opportunities
- Excited to learn and take feedback
- Can work with short deadlines
- A great team player
- Can work from home with little oversight
- Excited about the work of Growing Gardens

Recommended experience that would be helpful but not required:

- Bi-lingual of any language combination
- Experience with anti-racism principles from the People’s Institute for Survival and Belonging
- Skills/desire in Community Organizing

This position works with and reports to the finance/business manager.

Our work at Growing Gardens is more effective when we have a diversity of identities, backgrounds, and perspectives collaborating together towards a common goal. We recognize that in order to truly promote equity we must be aware of injustices past and present and prioritize our policies and systems in ways that dismantle the current hierarchy. We respect the inherent knowledge and expertise of those that have been most impacted by systemic injustice. We actively seek out and elevate the voices of those in our community that have been silenced, erased, and marginalized. Candidates who are Black, Indigenous and People of Color are encouraged to apply for this position.

To be considered for this position, please provide the most current resume/CV and a 1 page cover letter with your interest in the position and how your lived experience is relevant to this work in development/fundraising and how you want to invest in doing this work in an inclusive, community-centric and asset-based way to Jason Skipton at;

(Please be bold and clear in your application)

apply@growing-gardens.org

*If you have questions about this position please feel free to reach out to Jason Skipton at **503.284.8420*** or jason@growing-gardens.org

The salary range for this position is **\$18-20 per hour** with the benefits listed below.

Benefits include: Simple IRA retirement plan, prorated paid time off, Employee Assistance Program, life-insurance, professional development trainings including the 3-day People’s Institute Undoing Racism training, gardening advice, seeds, a Fully stand-up desk, flexibility to

work from home or in office, a fun working environment that focuses on work/life balance, oh, and lots of great food and coffee (Post-COVID-19).

Proposed interview process, this could change based on applications received:

- **Position posted:** 8/02/2022
- Review applications as they are received
- Virtual or In-person interviews (with a group of 2-4 people) with experiential component (examples being; Excel worksheet and data entry practical test)

Applications accepted starting August 2nd—August 26th and applications will be reviewed as they are received, in addition this position will stay open until the position is filled.