



Business Manager with Growing Gardens

Have you been working in finance, accounting or a related field, and want to dig deep with a team of leaders to support our growing food justice nonprofit organization? Are you looking for a chance to build skills, be innovative and support finance/admin efforts that are fun, effective, and people-centered? Do you want to join a team of professionals who are working to become an anti-racist organization? If so, we want you to join our team and grow with us.

Growing Gardens has an opening for a **full-time Business Manager** who will help develop and implement strategies that cultivate financial health and sustainability. You will work collaboratively with the Culture and Operations Manager and the Finance Associate to support the organization in finance, operations and culture/HR. This team will help to develop processes that streamline our admin department.

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 out to chat more.

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

Finance lead: Percentage of time 80%

- Process monthly payroll for the organization through ADP
- Lead and complete organization government billing contracts
- Provide finance tracking and oversight
- Create and maintain monthly cash flow report
- Work with the Think Tank (our Board of Directors) Finance team to review monthly cash flow, financials and prepare to present to the Think Tank on a quarterly basis
- Be our main contact person for our partnership with Susan Matlack Jones (SMJ)- our full service bookkeepers
- Review and monitor accounts payable and accounts receivable transactions
- Reconcile our donor database with our accounting system
- Manage our banking and insurance relationships
- Provide risk assessment, modeling and projecting for overall organization health and wellbeing
- Support and supervise Finance Associate
- Work with the Executive Director and Program Directors to set and track monthly, quarterly, and annual fundraising goals
- Work with the Culture and Operations Manager to ensure all office facilities are in working order and maintained

Communications: Percentage of time 5%

- Communicate with Think Tank Finance Committee, Executive Director, Program Directors to maximize the financial health of Growing Gardens
- Support our team to better understand the power of numbers and share your excitement and knowledge about finance with our teams

Long-term finance support (things that happen on an annual basis): Percentage of time 15%

- Lead our annual budgeting process
- Provide leadership on annual 990 preparation and audit

The skills we are looking for are (we encourage you to apply if you feel you have 70% or more of the skills and experience listed below. Growing Gardens prioritizes supporting growth and professional development from within):

- Has lived experience that is relevant to our work, mission, and anti-racism values
- Loves numbers, the stories they tell and making them accessible
- Clear communicator (in-person, electronically, in groups and over-the-phone)
- Ability to focus on the details; i.e. detail-oriented
- Not afraid to ask questions or for support
- Has 2-4 years of accounting, finance, Excel, budget development experience
- Has been the lead on 990 process and full finance audit
- 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
- Can work with short deadlines
- Enjoys working collaboratively
- Works effectively with or without direction

Recommended experience that would be helpful but not required:

- Bi-lingual of any language combination **specifically** bi-lingual Spanish/English is highly valued
- Experience applying anti-racism principles
- Experience with nonprofit accounting practices
- Experience with government or contract billing

This position works with and reports to the Executive Director.

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 a current resume/CV and a 1 page cover letter with your interest in the position and how your lived experience is relevant to work in

finance/operations and how you want to invest in doing this work in an inclusive, community-centric and asset-based way to:

apply@growing-gardens.org

*If you have questions about this position please feel free to email apply@growing-gardens.org

The salary for this position is **\$52,650-\$56,550 (\$27 to \$29 per hour)** annually at 1 FTE, plus benefits. This position can be .8-1 FTE which is 30-37.5 hours a week, Monday-Friday.

Benefits include: paid medical, dental and vision with alternative healthcare included, Simple IRA retirement plan, generous 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:** 10/17/2022
- Review applications as they are received
- Virtual or In-person interviews (with a group of 4-6 people) with practical component

The first review of applications will be November 7, 2022. This position will stay open until filled.