



Senior Operations and Finance Manager

Who We Are:

The Edible Schoolyard Project (ESYP) is a nonprofit organization dedicated to the transformation of public education. We use organic school gardens, kitchens, and cafeterias to teach academic subjects alongside the values of nourishment, stewardship, and community. Edible education provides hands-on experiences that connect students to nature, food, and each other. At its heart is a dynamic and joyful learning experience for every child. The Edible Schoolyard Project was founded in 1995 by Alice Waters, the sustainable agriculture champion, school food reform advocate, and founder of Chez Panisse Restaurant in Berkeley, CA.

What it Means To Work Here

When you join our team, you are part of a curious, collaborative, equity-focused team that appreciates creativity and finds joy in our collective mission. We are deeply committed to providing an edible education using a whole-child educational model which teaches life skills, academics, environmental stewardship, and health in the garden, kitchen and cafeteria classroom. Our work environment appeals to those who are self-starters, enjoy working as part of a small team, and are able to communicate and engage the ESYP vision.

Job Description

The ESYP Senior Operations and Finance Manager ensures the organization is running smoothly and efficiently to meet its overall goals and mission. They are responsible for overseeing the organization's operations, administration, and finances. This includes managing internal financial controls and budgeting, maintaining organizational systems, and coordinating human resources. The Senior Operations and Finance Manager reports to the Executive Director (ED).

Roles and Responsibilities

Responsibilities include but are not limited to:

Financial Management

- Support ED with financial investment account oversight and preparation of annual budget
- Coordinate and facilitate financial audit and tax reporting
- Reconcile and review bank statements and credit card accounts each month.
- Code and book credit card income invoices
- Lead the monthly financial close process. Work with third party accountants to ensure all income and expenses are correctly entered and coded and accounts are reconciled to internal documents (accruals, prepaids, depreciation, TRNA)
- Maintain budget spreadsheets and controls: prepare monthly financial reports including budget to actual reports, statement of cash flow, forecasts, and other ad-hoc reports as required
- Prepare government compliance reports and filings, including IRS form 990, form 1099, and other IRS returns
- Manage accounts receivable and payable
- Ensure all donations are properly recorded and coded in Xero
- Meet with the ED and Development team on a routine basis to review financials and provide a cash flow analysis
- Regularly review internal finance controls and ensure all policies and procedures are clearly documented and communicated
- Assist ED in developing board financial correspondence, meeting agendas, and other materials

Development Support

- Oversee the Operations Coordinator in processing donations and generating timely and accurate gift acknowledgment letters and tax receipts
- Ensure data integrity through careful review of data entry and ongoing clean-up efforts

- Create and circulate weekly gift reports and other database reports as needed
- Manage the timely acknowledgement of gifts and assure that all types of donations (cash, pledges, matching gifts, and planned gifts) are properly documented
- Assist the Development Team in coordinating the production and distribution of recurring appeals and stewardship materials
- Support the Development team with grant budget preparation, grant reporting and tracking of restricted funding.
- Assist with fundraising events and processing payments
- Assist with collecting and generating data for ESYF's Annual Report

Human Resources

- Manage new hire processes including maintaining employee manuals, developing and producing new hire packets, drafting letters of agreement, and enrolling employees in health and 403(b) programs. Support in off-boarding of employees as well
- Act as point of contact for ESYF health insurance, worker's comp, and 403(b) programs
- Maintain and update employee files including updates to salary, job descriptions, or employment status
- Administer semi-monthly payroll and track paid time off
- Draft, process, and manage consultant contracts and invoices
- Ensure employee handbook and personnel policies are valid and reflective current events
- Maintain all ESYF insurance policies (Employment Practices, Directors and Officers, Package Liability Policies, Workers Comp)
- Prepare annual Workers Comp audit
- Prepare annual 403(b) census

Qualifications

- Advanced skills and experience using web-based technologies, spreadsheets, databases and word processing software, including Microsoft Word, Excel, Google Docs, and CiviCRM
- Experience with accounting software, ESY currently uses Xero
- Knowledge of data processing and database management concepts
- Advance understanding of accounting principles and bookkeeping practices. In addition, experience in financial reporting and budget analysis
- Exemplary organizational skills and ability to prioritize tasks
- Meticulous attention to detail
- Effective at working under pressure, meeting deadlines, and functioning in a fast-paced and changeable environment
- Excellent critical thinking, analytical, and project management skills. Enjoys problem solving
- Supervisory experience
- Ability to work both independently and in a team environment
- Excellent communication skills and judgement with the ability to maintain privacy and confidentiality
- Understanding of human resources practices and principles, with a focus on creating equitable and inclusive work environments

Experience

- 4+ years of operations and financial management experience, preferably in a nonprofit setting.

What We Offer

The Edible Schoolyard is offering a competitive salary based on skills and experience. The range for this role is \$75,000 - \$85,000 per year and includes

generous benefits package and vacation policy. Professional development opportunities are provided. This is a full-time non-exempt position.

The Edible Schoolyard is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.

Please send resume and cover letter to: jobs@edibleschoolyard.org