



Finance & Accounting Officer

Job type: Full-time, Exempt

Location: Washington, D.C., Remote work available

Annual Salary: \$90,000 - \$110,000

Job Description

*Applications received via Indeed will not be considered. All interested applicants should apply via the link listed in the "Application and Nomination Process" section.

The [Foundation for Food & Agriculture Research](#) (FFAR) is a non-profit organization that builds public-private partnerships to fund audacious research addressing the biggest challenges in food and agriculture. FFAR is committed to providing every person access to affordable, nutritious food grown on thriving farms. The Foundation pioneers scientific and technological innovation by funding research that fills critical research gaps. Ultimately, FFAR's partnership and results benefit farmers, consumers and the environment.

Position Description

FFAR seeks a finance & accounting officer to join the Foundation's Operations Team during an exciting time in the organization's growth. The officer position focuses on timely and accurate financial operations. This position is responsible for maintaining strong financial controls, leading monthly accounts closure, and ensuring that disbursements are in line with FFAR's budget and approved plans. The successful candidate supports all aspects of finance including accounts payable, accounts receivable, vendor management and revenue and expense management.

The position requires excellent interpersonal and accounting skills, a high level of organization and focus and an ability to work under tight deadlines. Reporting to the chief operating officer (COO) based in FFAR's Washington D.C. office and working remotely, if desired, the finance officer works closely with staff, including those in Development, Grants Management, and other departments.

Duties & Responsibilities

Accounting & Finance

- Maintain accurate financial records and handle general accounting, including reconciling and maintaining balance sheet accounts and general ledger operations; and preparing journal entries, monthly closing reports and account/bank reconciliations
- Process cash receipts, including checks received, payments and donations received through the donor management system
- Process payroll on a bi-weekly basis, including related tax and benefit plan reporting
- Prepare and process invoices for FFAR, including consortia, convening events, development events and award funding
- In coordination with our external finance service provider, assist with coordinating FFAR's annual audit
- Process cash disbursements, including operating expenses, grant payments, expense reporting by staff and other FFAR approved personnel
- Oversee vendor management and payment
- Reconcile financial reports against external sources, including bank statements and investment statements, and compare against internal sources including the grant management system and donor management system
- Prepare and distribute financial reports by department including balance sheet and statement of activities, including comparison to budgets
- Record investment activity in the general ledger, including requests for transfer for operational funding
- Maintain and update the financial accounting system and any automated workflow package to facilitate cash disbursements and allow FFAR to maintain appropriate segregation of duties
- Interface and support with reporting to the Finance Audit and Risk Management Committee and FFAR Board of Directors as needed
- In coordination with FFAR's external financial provider, support FFAR's transition to an enterprise accounting system
- Assist with implementation of the FFAR strategic plan and financial forecasting

Administrative

- Ensure that all financial information is well organized, complete, and classified or filed properly for easy retrieval by the COO and others

- Provide support for staff benefits, including liaising with FFAR's benefits brokers, employee onboarding, ongoing support for employee matters related to benefits and annual compliance for compensation reporting
- Develop and implement efficient financial processes to facilitate financial information flow across the organization
- Maintain and renew state certifications

Grants Management

- Support grants management functions, including reviews of financial status reports and general grant support
- Maintain accurate grants financial data that will be integrated with other grants data to help provide a full picture of grants and payment status at any point in time

Qualifications

- Bachelor's degree in finance, accounting, or relevant field; master's degree preferred
- Deep knowledge of financial regulations and accounting processes; CPA ideal
- A minimum of six years of experience in a similar role; experience in a nonprofit organization a plus
- Outstanding analytical and time management skills
- Strong attention to detail
- Ability to write clearly and cogently for staff, the board, and external parties
- Experience working with a board of directors or other advisory body
- Experience with budgets, financial statements, and financial analysis
- Understanding of the strategic planning process and the alignment of performance measures with a strategic plan
- Ability to synthesize and summarize large amounts of information and to focus quickly on the essence of an issue
- Ability to work professionally and collegially within a fast-paced culture that emphasizes excellence and teamwork
- Demonstrated time and project-management skills, including an ability to meet multiple deadlines by maintaining a high level of organization
- Ability to set priorities, identify needs and maximize resources
- Ability to demonstrate tact, diplomacy and initiative when working with others
- Highest levels of personal and professional integrity, along with a sense of humor
- Strong IT skills including Microsoft Word, Excel, and PowerPoint



Application & Nomination Process

Please click [here](#) to apply for this role. Applicants must include both a cover letter and resume. Incomplete applications will not be reviewed.

FFAR reviews applications on a rolling basis and will accept applications until FFAR selects a candidate. Applications should consist of a substantive cover letter, resume, salary requirements and a list of four (4) professional references with full contact information. No references will be contacted without the explicit permission of the candidate.

Additional Information

This position requires long periods of sitting at a desk and working on a computer. There may be potential for travel when it is safe to do so, but travel would be limited. Work outside of normal business hours may be required.

EEO Statement

FFAR is an equal opportunity employer. Applicants are considered for positions without regard to race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws. Applications are encouraged from individuals who may fall into any such groups, as well as from veterans and uniformed service members.