



Finance Associate

Job type: Full-time

Location: Washington, D.C., remote work possible

Salary: \$65,000 – \$85,000

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 nonprofit 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 associate to join the Foundation's operations team during an exciting time in the organization's growth. The Associate supports the finance and operations teams to ensure timely and accurate information is available for key decision makers in the organization. The successful candidate will support all aspects of finance including accounts payable, accounts receivable, vendor management and revenue and expense management. The associate will also provide administrative support and collaborate with the grants management teams as needed.

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 director of operations and impact based in FFAR's Washington DC office and working remotely, if desired, the finance associate will work closely with director of grants management, COO and outsourced director of finance, as well as other FFAR staff.



Job type: Full-time

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

Duties & Responsibilities

Accounting and Finance

- Assist FFAR's outsourced director of finance to maintain accurate financial records and handle general accounting, including reconciling and maintaining balance sheet accounts and general ledger operations, preparing journal entries, monthly closing reports and account/bank reconciliations
- Process cash receipts, including checks received, ACH payment, wire transfers as well as payments through the donor management system
- Process cash disbursements, including operating expenses, grant payments and expense reporting by staff and other FFAR approved personnel
- Assist in the preparation of invoices for FFAR for FFAR, including consortia, convening events, development events and award funding
- Assist in the processing of payroll on a bi-weekly basis, including monitoring of time reported including leave taken as well as preparation of disbursements of employee withholding and benefit plan reporting
- Assist with coordinating FFAR's annual audit
- 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 comparison to budgets
- Assist in monitoring cash position and facilitating transfers for operational funding from the investment custodian
- 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 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

Grants management

- 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
- Support grants management functions as needed, including reviewing grant financial reports at the request of the director of grants management

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
- Provide backup support for office manager for support of IT coordination with the Outsourced IT Provider.
- Assist the operations and impact director to keep operations documents up to date, maintain accurate records and track organizational performance
- Provide support for FFAR staff on developing and monitoring of event activities including budget development.
- Provide travel support for FFAR staff or coordinate with an external travel provider as needed.

Qualifications

- Bachelor's degree in finance, accounting, or relevant field
- Basic knowledge of financial regulations and accounting processes
- A minimum of two 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
- 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 a cover letter, resume, and salary requirements. FFAR reviews applications on a rolling basis and will accept applications until FFAR selects a candidate. Incomplete applications will not be reviewed.

Additional Information

This position is located in Washington, D.C., with remote work possible. However, the Finance Associate will be expected to come to the office periodically to take care of in-person duties when necessary.

FFAR will not be providing relocation for this role.

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.