



Job Title: Director of Finance & Operations

Supervisor: Executive Director

Employment Status: Full-time Exempt

Pay Rate: \$75,000 – \$89,000

We are Boulder County Farmers Markets

We're a 501(c)4 organization dedicated to cultivating a sustainable food system. Our mission is to support, promote and expand local agriculture, making fresh products accessible to our community and strengthening relationships between local food producers and food consumers. We believe:

- Actions speak louder than words. We stand for local – and we mean it.
- Not all food is created equal. We follow high standards because people trust us.
- We're transforming communities through what we do – including what we do behind the scenes. We are allies and advocates for issues and solutions that support our mission.
- There is strength in unity. The market connects us, unites us and gives us strength and resilience. We're committed to our farmers, ranchers, vendors, staff – and all the other stakeholders who engage in our community.
- Everyone has a right to good food. We're always looking for new ways to provide access, whether through programs, operations or that big idea we just haven't identified yet.

Position Description

We are looking to add a talented and motivated professional to our staff and team. The successful candidate will be a hands-on and participative manager, leading finance and administration. The Director of Finance and Operations is an experienced, efficient, and talented full charge bookkeeper and manager who has years of experience in Quickbooks and is excited to manage all aspects of the business' accounting and systems needs.

The Finance & Operations Director will play a key role in operational strategy, business decision-making, and the stewardship of vendor relationships. This full-time position is critical to

our organization's success and reports to the Executive Director. Boulder County Farmers Market offices are located in Longmont, Colorado. Our staff has a hybrid work model that includes time at the on-street markets.

Job Summary

We are a team of motivated, dynamic and talented non-profit professionals committed to advancing our mission to support, promote and expand local food production. The Director of Finance and Operations is a unique opportunity for a proven and effective professional to join our team and grow our impact. Some of the key job objectives include:

Financial Management

- Provide overall fiscal stewardship, leading financial and accounting operations, ensuring appropriate reporting and systems are in place and maintaining effective internal controls and proper disclosures in accordance with GAAP and financial accounting standards
- Responsible for the full cycle of accounting duties for the company. This includes entering vendor and expense invoices, billing customers, **reconciling bank statements, complex journal entries and grant oversight** processing timesheets, and preparing tax returns.
- Collaborates with the Executive director to oversee annual budgeting and planning process
- Administer and review all financial plans and budgets, monitoring for progress and changes and ensuring compliance with fiscal policies and budgets
- Implement a contracts and vendor management and reporting system
- Manage organizational cash flow and forecasting to achieve operational and strategic goals
- Oversee timely and effective invoicing, and accounts receivable/payable activities
- Maintain appropriate insurance coverages for business operations
- Prepare monthly financials and provide accurate, timely and well-communicated information to the Executive Director, Finance Committee and Board
- Coordinate and lead the annual audit process, liaise with external accountant and the finance committee to ensure the accurate preparation and timely delivery of the annual audit and tax return and other tax filings as appropriate
- Support grant application, administration, and closeout processes, including regular and consistent communication with staff and funders

Operations – Administration, Grant Management and Vendor Support

- Identify, create and manage appropriate systems, processes and procedures to streamline operations including grant management, funding prospects, and evaluation
- Research and implement solutions that improve the internal financial management and operational effectiveness for seasonal markets and curbside program
- Collaborate with market vendors to insure timely and effective invoicing, payment, and financial reporting

- Establish and manage a training program to educate employees regarding staff tools, policies, and procedures.
- Work closely and transparently with external partners including third-party vendors, consultants, and food access partners

Desired Qualifications & Skills

- Excellent collaborator and enthusiastic team player with a passion for local food systems
- Previous experience as a full-charge bookkeeper at the controller level
- Advanced knowledge of nonprofit financial management
- Highly organized, detail-oriented and efficient worker with excellent time management
- Strong interpersonal, communication, and relationship-building skills
- Expert in QuickBooks Online or similar financial software as well as technical proficiency in the Google Suite and Bill.com
- Ability and interest in professional learning and growth

Education and Experience

- Bachelor's degree in Finance, Accounting, Management or related field preferred but not required
- 5+ years in a finance/operations role
- Experience managing complex projects and successfully meeting milestones and deadlines
- Experience working in nonprofits, local food systems, and mission-driven businesses a plus

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Operate normal business office equipment
- Must be able to lift up to 15 pounds at times

Application Instructions

Qualified applicants are encouraged to submit their resume and a cover letter summarizing interest in the position and relevant skills and experience to Mackenzie Sehlke at director@bcfm.org. No phone calls please.

Applications will be accepted on a rolling basis until the position is filled.

Compensation and Benefits

The salary range is \$75,000 Minimum to \$89,000 Maximum. The compensation package includes a competitive salary, workers compensation coverage, earned sick leave, and health

coverage. Boulder County Farmers Markets believes in providing employees and applicants with equal employment opportunities. The salary range above represents the low and high end of the range; the actual salary will be determined based on various factors, such as relevant experience.

Boulder County Farmers Markets believes in providing employees and applicants with equal employment opportunities. We make employment decisions without regard to race, color, gender, age (40 and over), mental or physical disability, religion or religious practices, creed, national origin, marital status, sexual orientation, gender identity or expression (such as transgender status), ancestry, citizenship, veteran status (other than as permitted by applicable law), pregnancy, genetic characteristics or information (which includes, but is not limited to, genetic test results and family medical history records and which should not be provided to the Company), or any other unlawful consideration. This policy applies to all aspects of employment, including recruitment, hiring, training and development, promotion, compensation, transfer, termination, layoff and all other conditions and privileges of employment, all in accordance with applicable laws.