



Business Manager

Job Posting

Position Summary: The Hudson Valley Farm Hub is seeking a Business Manager to work as a member of the Community Food team and in close collaboration with the finance department. This position will focus on administration, bookkeeping, and operations for the Community Food team and will therefore support our goals to provide access to healthy, local, and culturally significant foods to the local community. Additionally, the Hudson Valley Farm Hub is developing a new facility that will process grains and beans as well as offer research and educational programming. The Business Manager will be an important member of the Community Food team bringing this new facility to fruition through careful recordkeeping, contract management, and budget tracking.

Essential Duties and Responsibilities:

- Responsible for managing vendor relationships starting with contract negotiation, drafting, execution, and closeout.
- Track spending with vendors and contractors and reconcile to contracts and change orders.
- Oversee preparation of all departmental POs and work orders. Manage receipt of invoices and approvals.
- Assist department with the creation of income models and serve as primary point person for Finance/Accounting department on tracking revenue and preparing revenue projections.
- Prepare invoices in conjunction with Accounting/Finance office.
- Review and reconcile monthly departmental spending and partner with Finance/Accounting to prepare monthly financials and projections.
- Oversee merchant account set up and ongoing accounting related to transactions.
- Assist with implementation of customer relations management system (e.g. Salesforce)
- Document workflows and regularly update documentation to provide a process guide to colleagues and external stakeholders.

Qualifications:

- Minimum of 5 years' experience in bookkeeping and/or accounting, preferably within a business or social enterprise

- Degree in accounting preferred
- Ability to work collaboratively as part of a close-knit team
- Superior attention to detail
- Ability to communicate in a friendly, professional manner with partners and colleagues
- Excellent verbal and written communication skills
- Strong organizational and project management skills
- Experience using MS Office software and proficient in Excel
- English proficiency required and Spanish proficiency a plus
- Understanding of and commitment to the organization's values of ecological resilience and equity

As an Equal Opportunity Employer, the Hudson Valley Farm Hub is committed to creating an inclusive workplace that respects and values diversity of cultural, ethnic, and experiential backgrounds. We welcome applicants of all races, ethnicities, national origins, genders, and sexual orientations, and differently-abled people.

Please send a cover letter and resume to mcahill@hvfarmhub.org by September 2, 2021.