



**Job Posting
Senior Accountant**

About the job

The Hudson Valley Farm Hub (HVFH) is a non-profit center for resilient agriculture located in Ulster County, New York. Founded in 2013, HVFH is dedicated to fostering an equitable and ecologically resilient food system in the Hudson Valley. We provide professional farmer training, host and conduct research, cultivate language justice, and support food access efforts in the region through food donations and innovative mission-aligned programming. We grow grains, cover crops, and vegetables with production taking place year-round across 1500 acres of farmland and a suite of greenhouses. A diverse, multi-lingual staff of 57 full-time employees serve in varied roles in areas of administration, farm operations, and programs.

Position Summary

We are seeking an experienced accounting professional with a proven ability to accurately manage complex data to serve as Senior Accountant. Reporting to the Director of Finance, the Senior Accountant supports the overall mission and goals of the Hudson Valley Farm Hub (HVFH) by contributing to the careful financial management of this growing organization. This individual's primary responsibility is to oversee accounting surrounding capital expenditures and fixed assets. In addition to administering the growing book of assets, he/she/they support(s) the Director of Finance in the administration of the monthly close process and ongoing oversight of the annual budget.

HVFH is currently in the process of assessing, improving, and growing its finance related functions and roles. The Senior Accountant will have the opportunity to collaborate on the development of new processes, controls, and the design and implementation of new management information systems. The ideal candidate will have experience with accounting and fixed asset management in a non-profit setting, enthusiasm for helping to create new systems while collaborating with colleagues through organizational transition, and a commitment to our values of equity and ecological resilience.

Responsibilities

Capital Expenditures & Fixed Assets

- Review month-end CIP reports to determine projects for capitalization in subsequent month(s)
- Ensure accurate and timely transfer of fixed assets from Capital Projects to Fixed Assets
- Preparation of month-end capital expenditure reports

- Associated journal entry preparation
- Develop and implement new processes and procedures for the management of fixed assets
- Train non-finance staff on the implementation of procedures
- Perform monthly General Ledger / Fixed Asset systems reconciliation
- Complete review of all asset and accumulated depreciation accounts and other balance sheet accounts to ensure accuracy
- Preparation of PP&E and depreciation roll forward schedules
- Preparation of reporting related to capital projects

G/L Management & Reporting

- In conjunction with Director, oversee monthly close process and generation of financial statements for both internal and external users
- Preparation of monthly Balance Sheet analysis
- Reconcile bank accounts, as assigned
- Collaborate on annual budgeting and rejections
- Monitor expenditures for budget adherence
- Work with Director and outside accounting firm on annual audit and timely filing of tax filings as needed by parent organization
- Journal entry preparation

Other Responsibilities

- Mentorship of more junior staff
- Collaborate on the development and implementation of new procedures and software (e.g. general ledger, fixed asset management) and serve as knowledge resource for others
- Document workflows and regularly update documentation to provide process guide to colleagues and external stakeholders
- Contribute to the creation of a cross-functioning team capable of agilely adapting to new organizational endeavors

Required Qualifications

- BS in accounting required
- Minimum 5 years of related experience
- Highly proficient with Microsoft Office Suite, especially Excel (including formulas, pivot tables); familiarity with Dropbox or other document management application
- High level of comfort navigating and learning new technologies and IT applications
- High degree of detail orientation
- Excellent analytical skills and proven ability to manage complex data with accuracy
- Exemplary time management skills with track record of follow through
- Excellent interpersonal skills with the ability to translate accounting concepts to non-financial users
- Excellent verbal and written communication and organizational skills
- Demonstrated ability to participate in and foster a work environment of mutual respect, team building, and collaboration; committed to continuous improvement and a culture of learning
- Flexible, problem-solving with ability to adapt to changing demands and priorities
- Commitment to the Farm Hub's mission and values of equity and ecological resilience

- Proficiency in English (written and verbal)

Preferred Qualifications

- Familiarity with QuickBooks or Sage Intacct highly desirable
- Prior non-profit financial experience
- Budgeting and budget management experience
- Working knowledge of Spanish
- Enthusiasm for a working farm office environment

The Senior Accountant is a full-time, salaried, exempt position. We offer a competitive salary and benefits package. 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, sexual orientations, and differently-abled people.

Please apply via LinkedIn or email a resume and a cover letter to Michelle Romero, HR Manager hr@hvfarmhub.org. Applications will be accepted and reviewed on a rolling basis, with priority review given to applications received by September 30th, 2021.