



**Job Posting  
Staff Accountant**

*Remote with Occasional In-Office*

**Apply via LinkedIn (preferred) or Indeed or email a resume to [hr@hvfarmhub.org](mailto:hr@hvfarmhub.org).**

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 Staff Accountant. Reporting to the Director of Finance, the Staff 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 compensation and benefits. In addition, he/she/they will contribute to the monthly close process, monitor departmental and programmatic expenses for adherence to budget, and gain expertise in other departmental functions as a member of a cross-trained team.

HVFH is currently in the process of assessing, improving, and growing its finance related functions and roles. The Staff Accountant will have the opportunity to contribute to the development of new processes, controls, and the design and implementation of new management information systems. The ideal candidate will have experience with accounting 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**

**Compensation & Benefits Accounting**

- Work in partnership with Payroll and HR Coordinator to process weekly payroll. Specifically, review timesheet entry into third party provider's software for accuracy. Review and approve HR tracking before finalizing and approving payroll execution
- Prepare weekly payroll journal entries to record payroll activity to the general ledger

- Monitor and prepare recurring pension and benefits payments and recording to the G/L
- Assist HR department and Director of Finance with annual compensation budgeting, salary analysis, and other data-intensive projects as determined
- Reconcile and review quarterly payroll tax returns as prepared by third party payroll provider

### **G/L Management & Reporting**

- In conjunction with Director and Senior Accountant, contribute to the monthly close process and generation of financial statements for both internal and external users
- Prepare of monthly Balance Sheet accounts analysis as assigned
- Reconcile bank accounts as assigned
- Review prepaid accounts and ensure timely and accurate creation of journal entries (eg insurance)
- Collaborate on monthly budget review and rejections
- Monitor expenditures for budget adherence
- Prepare of programmatic reporting
- Work with Director and outside accounting firm on annual audit and timely filing of tax filings as needed by parent organization
- Prepare additional needed journal entries
- Ad hoc general accounting functions as assigned

### **Other Responsibilities**

- Assist with the implementation of new procedures and software (e.g. general ledger, HRIS) and serve as knowledge resource for others
- Document workflows and regularly update documentation to provide process guide to colleagues and external stakeholders
- Provide vacation and absence back-up for Senior Accountant and added support for frequent periods of peak volume, including asset inventory assistance
- Contribute to the creation of a cross-functioning team capable of agilely adapting to new organizational endeavors

### **Required Qualifications**

- BS in accounting required
- Minimum 3 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 judgment, discretion and confidentiality; knowledge of and ability to follow confidentiality rules
- 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

**Preferred Qualifications**

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

The Staff Accountant is a full-time, exempt, salaried position. We offer 100% employer paid health and dental insurance for full-time employees and their families. Additional benefits include an employer funded Health Reimbursement Account; \$500 starter funding in a Flexible Spending Account (to which an employee can opt to contribute additional funds); a \$1,125 quarterly, taxable payment intended for employee-directed wellness spending; and a monthly, generous employer contribution to retirement account after two years of full-time employment.

The position is remote but will be required to be on-site for occasional recordkeeping maintenance and company-wide events so candidate must be able to travel to Hurley, NY. 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.

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