



Job Posting Controller

About the Hudson Valley Farm Hub

The Hudson Valley Farm Hub, located in Ulster County, New York, is a nonprofit agricultural center dedicated to resiliency in the regional food system. Since the Farm Hub's founding in 2013, we have converted the approximately 1600-acre farm operation to a multi-year rotation of organically grown grains, cover crops, and vegetables with an intensive focus on soil health. Along with machine-scale crop production and improved on-farm infrastructure, we have a suite of programs and practices to align with our mission of fostering an equitable and ecologically resilient food system – one that meets the economic and social needs of our communities while working in partnership with natural systems. We host and conduct research, provide farmer training, demonstrate on-farm practices, and support food distribution channels that prioritize people and planet. A diverse, multi-lingual staff of ~65 people serve in varied roles in areas of administration, farm operations, and programs. Learn more about work at <http://hvfarmhub.org>.

The Ideal Candidate

We are seeking an experienced and detail-oriented Controller with a strong background in financial management and expertise in Sage Intacct to join our dynamic finance team. In this role, you will be responsible for overseeing and managing all accounting functions, ensuring the accuracy and integrity of our financial records, and providing key insights to support strategic decision-making. The ideal candidate will have a passion for supporting mission-driven work, a strong understanding of non-profit financial management, and a proven track record of using Sage Intacct to streamline financial processes.

Position Summary

The Controller is responsible for overseeing and managing all accounting functions, ensuring the accuracy and integrity of our financial records, and providing key insights and reporting to support strategic decision-making. The role reports to the Director of Finance and supervises the Accounts Payable Manager and the Assistant, Accounting.

Responsibilities

Financial Management & Reporting

- Oversee the daily operations of the accounting department, including accounts payable, accounts receivable, general ledger, and intercompany transactions
- Ensure the accuracy and completeness of financial statements in compliance with GAAP (Generally Accepted Accounting Principles) and non-profit accounting requirements
- Manage month-end and year-end closing processes, ensuring timely and accurate reporting
- Prepare and review financial reports, including balance sheets, income statements, and cash flow statements

- Work closely with Staff and Senior Accountant regarding Construction in Progress, Fixed Assets, and Payroll Accounting
- Effectively communicate and present critical financial matters to the Director of Finance.
- Manage contractual agreements

Budgeting & Forecasting

- Assist in the preparation of annual budgets and forecasts, ensuring alignment with organizational goals and funding expectations
- Monitor actual results against budget, identifying variances and providing recommendations for corrective actions

Internal Controls & Compliance

- Develop, maintain, and monitor internal controls to ensure compliance and minimize financial risks
- Ensure proper financial documentation, including proper segregation of duties, and oversight of financial processes

Audit & Tax

- Assist in responding to audit requests and preparation of parent foundation's annual tax return

Sage Intacct System Management

- Implement and improve financial processes and systems using Sage Intacct to enhance efficiency and reporting accuracy
- Provide training and support to staff on the effective use of Sage Intacct

Other

- Train, mentor, and manage accounting team members to support their professional development and growth
- Other duties as assigned

Required Experience and Skills

- Bachelor's degree in Accounting, at minimum
- Minimum of 5 years of accounting experience, with at least 2 years in a controller role within a non-profit organization
- Strong working knowledge of Sage Intacct accounting software, with hands-on experience in financial reporting, budgeting, and forecasting
- In-depth understanding of GAAP, financial reporting standards, and non-profit tax regulations
- Excellent analytical and problem-solving skills with high attention to detail
- Strong communication skills, with the ability to effectively collaborate with non-financial staff and stakeholders
- Ability to direct and shepherd staff to meet deadlines
- Advanced proficiency in Microsoft Excel; experience with other financial software is a plus
- Ability to work autonomously
- Commitment to and willingness to deepen understanding of the Farm Hub's mission to foster a resilient food system

- Demonstrated ability to participate in and foster a work environment of mutual respect, team building, and collaboration; committed to a culture of continuous learning
- Trustworthy; high degree of judgment and discretion
- Fluency in English (written and verbal); excellent oral and written communication skills in English

Preferred Qualifications

- Experience working in non-profit organizations with an annual budget of \$5-15M
- Experience managing a paperless environment strongly preferred
- Drivers' license and clean driving record
- Verbal proficiency in Spanish

Physical Requirements: Ability to sit at workstation approximately 70-85% of the time, walk the campus and fields to meet with employees occasionally, lift and carry 5-10 pounds occasionally.

Position Details and Typical Schedule: The Controller is a full-time, exempt, supervisory position with a 37.5 – 40-hour work week. The salary range for the position is \$115,000-\$125,000 annually. We offer a competitive benefits package which includes 100% employer paid health and dental insurance for full-time employees and their families. Some additional perks include retirement, life insurance and other wellness benefits.

To apply Please apply for this position via Indeed using [this link](#). If you have any questions or need assistance with submitting your application, please contact us at hr[at]hvfarmhub.org and include the following in the subject line: Attn: People & Culture Department – Controller.

Hudson Valley Farm Hub is an equal opportunity employer and does not discriminate in employment on the basis of race, ethnicity, religion, age, gender, gender identity, sexual orientation, marital status, socio-economic status, disability, or medical condition. HVFH complies with federal and state disability laws and makes reasonable accommodations for applicants and candidates with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, please contact the People & Culture department at hr[at]hvfarmhub.org.