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**Job Description**

**Position: Finance Director**

**Reports to: Executive Director**

**Classification: Exempt**

**Status: Full-time**

**Organization Description:** Southside Community Land Trust builds a fair and accessible local food system in Rhode Island by offering access to land, training, resources and support to community and backyard gardeners, beginning farmers and young people. SCLT was founded in 1981 when residents of South Providence and newly arrived Hmong refugees worked together to grow culturally familiar, nutritious food in the area’s first community garden. Somerset Garden not only improved residents’ diets and economic self-reliance, it stabilized a neighborhood weakened by arson, neglect and crime. Today, the most significant obstacle to accomplishing our work is the racial injustice that denies Black, Latinx, Asian, Indigenous and all people of color equal access to fresh, healthy and affordable food.

SCLT leases land to 25 farmers who supply fresh fruits and vegetables to 13 farmers markets, roughly 100 food businesses and restaurants and six CSAs. We support a network of 60 community gardens and farms, feeding over 15,000 people every year. We operate three production farms in Providence and Pawtucket where we practice, demonstrate and train others in bio-intensive, small-scale agricultural production. We helped found three farmers markets as well as three growers’ collaboratives that enable individual farmers to bring their produce to market.

**Position Description:** Reporting to the Executive Director, the Finance Director is responsible for finance functions including all budgeting, financial reporting and forecasting. This position will oversee one staff position and work closely with the contracted bookkeeper who is responsible for the basic accounting functions of accounts payable, accounts receivable, check reconciliation, etc.

**Job Duties:**

* Oversees the preparation of reporting materials and metrics for funding organizations, lenders, directors; prepares and communicates monthly, bi-annual and annual financial reconciliations and statements.
* Creates and leads the budgeting and forecast process.
* Develops grant budgets. Oversees grant management, expenses and restricted expenses. Completes grant financial reporting. Develops/manages indirect cost rate for federal grant reporting.
* Manages cash flow planning, forecasting, and all financial and project-based accounting.
* Liaise with CPA firm on financial, tax and bookkeeping functions.
* Leads the Audit process; creates and manages end to end internal controls.
* Ensures that financial record systems and practices, audited financial statements and 990 statements are reviewed and approved and performed in accordance with Generally Accepted Accounting Principles.
* Monitors the use of all funds including program, capital and investments.
* Establishes, measures and tracks metrics to capture key data and trends.
* Oversees work of Finance Coordinator, providing training and support as well as professional development opportunities.
* Works with Manager of Human Resources and Administration to evaluate and makes recommendations regarding employee benefits and insurance packages.
* Serves as staff to the Finance Committee and presents to the Board of Directors at all board meetings.
* Recommends, manages and documents process improvements related to the finance area.
* Manages special projects and performs other duties as assigned by Executive Director.

**Desired Experience, Education, Knowledge, and Skills:**

* Bachelor’s Degree in Accounting, Finance or related field.
* 5-7 years relevant accounting/finance experience - preferably related to non-profit finance.
* Ongoing professional development and education in the finance area required.
* Thorough understanding of finance systems and Generally Accepted Accounting Principles.
* Demonstrated experience in finance, accounting, budgeting, and control and reporting.
* Familiar with federal grant reporting and ability to develop internal systems to track staff time, develop budgets, monitor and adhere to regulations and billing requirements.
* Strong critical thinking and ability to analyze information.
* Well organized; demonstrated ability to prioritize multiple work tasks and get results.
* Personal integrity, honesty, and respect for others as demonstrated throughout their career; ability to maintain confidentiality in all aspects of the work environment.
* Demonstrated experience with, and commitment to, work that advances race equity and social justice. Has experience making financial recommendations with a desire to maximize program impact, race equity and social justice.
* Intermediate experience with Microsoft Office Suite. Advanced skills in Excel and QuickBooks.
* Providence, Pawtucket or Central Falls area resident.
* Valid driver’s license and clean driving record.
* Skills in any of the following languages including: Spanish, Swahili, Kinyarwanda/Kirundi, Portuguese, Cape Verdean Creole, Hmong, French, Kunama, Burmese Haitian Creole, Khmer, and Lao. Or any language spoken by under-resourced communities in South Providence, Pawtucket and Central Falls.

**SCLT welcomes your application even if you do not possess all of the attributes listed above.  The organization values both life and on-the-job experience and we consider these in all hiring decisions.**

While performing the duties of this job, the employee must have the physical ability to walk to and through properties, the community and regularly attend community and SCLT public meetings and events. Must be able to move heavy objects personally or make sure they are moved by another. Ability to routinely use office equipment work on a computer and work in a busy office environment.

This position requires an in-office presence 3-5 days a week. Schedule is 40-hours per week; typically during our open business hours of 9 am – 5 pm. Some evening and weekend work is required.

SCLT offers a competitive salary and benefits package based on geographical and industry norms as well as the experience level of the selected candidate. In addition to paid holidays that occur during your regular work schedule, the position receives 22 days of paid time-off (PTO).  We offer flexible schedules, medical and dental benefits.

SCLT is an equal opportunity employer. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation, and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. We are committed to building a team that includes leadership from the communities that we serve and that represents a variety of backgrounds, perspectives, and skills. Bilingual applicants are strongly encouraged – see above list of desired languages.

Interested candidates should submit a resume and cover letter to Margaret DeVos, Executive Director via [jobs@southsideclt.org](mailto:jobs@southsideclt.org) by November 19, 2021. Please type “Finance Director application” in the subject line of your email.