



## **Financial Manager Job Description**

### **Purpose**

CitySeed seeks a part-time Financial Manager to oversee its day-to-day financial activities as part of a mission-focused, inclusive, and collaborative workplace. In collaboration with the Managing Director, Operations and Facilities Director, and Program Directors, the Financial Manager will ensure accurate financial record keeping, support budget development and monitoring, and provide regular financial reporting. Primary responsibilities include maintaining accurate financial records, providing timely financial reports, tracking grant expenses, managing accounts receivable and payable, executing monthly drawdowns, and performing other bookkeeping and accounting duties as needed. The Financial Manager reports to the Managing Director and works across programs and functions to establish, refine, and maintain the organization's financial systems. This is a part-time, 15 hour/week position with opportunity for growth over time.

### **About CitySeed**

CitySeed's mission is to engage the community in growing an equitable local food system that promotes economic development, community development, and sustainable agriculture. Three core programs support the entire food system, from field to shelf, and advance our vision of a sustainable model of local economy, urban community, regional agriculture, environmental stewardship, and well-being through food.

1. Year-round Farmers Markets bring local food directly to New Haven neighborhoods, while supporting CT farm viability.
2. Sanctuary Kitchen includes a catering social enterprise and trains refugee and immigrant chefs in culinary skills, facilitating economic mobility and building intercultural understanding.
3. Incubates wraparound food business support services remove barriers to food entrepreneurship and link new businesses to local farmers.

For more information, please visit [www.cityseed.org](http://www.cityseed.org).

### **Responsibilities**

#### Record Keeping

- Maintain and reconcile monthly bank and credit card statements in QuickBooks
- Work with Program Directors to maintain accurate accounts receivable records in Quickbooks
- Classify and maintain records of contributed and earned income received through ACH, cash, checks, PayPal and Square

- Track grant-related expenses and draw down on reimbursable grants
- Process weekly accounts payable through bill.com, including timely reimbursements to farmers and vendors
- Collaborate to improve internal systems for data collection and grant expense tracking

#### Reporting

- Create monthly financial reports including, but not limited to, Cash Flow, Budget Vs. Actual, and Statement of Financial Position
- Provide monthly programmatic financial reports to Program Directors

#### Budget and Compliance

- File monthly CT Sales and Use Tax, Form OS-114
- Assist in annual budget development
- Support annual audit preparation
- Provide documentation for annual 990 filing
- Implement auditor-recommended practices to ensure compliance with financial and corporate standards

#### **Qualifications**

- Certification in Bookkeeping
- Proficiency with Quickbooks Online
- At least 1 year of experience providing bookkeeping services
- At least 1 year of non-profit experience
- Understanding of GAAP and applicability to a nonprofit setting
- Good communication skills

#### **Compensation**

- Part-time, 15 hours per week
- Hourly rate is commensurate with experience, starting at \$22/hour
- Benefits include paid vacation and holidays, a flexible work schedule, professional development, and other benefits.

#### **Location**

New Haven, CT with hybrid work arrangement

#### **To Apply**

Please email your resume and cover letter to [ashley@cityseed.org](mailto:ashley@cityseed.org) with the subject line "Financial Manager." Applications will be reviewed on a rolling basis and the position is open until filled. CitySeed is committed to creating a diverse, equitable, welcoming, and inclusive environment for all employees. We honor and respect candidates' wide-ranging experiences, perspectives, and identities.