Central Rivers Farmshed - Operations Manager

Bring your passion and skills to our small and mighty non-profit team that is passionate about creating a resilient local food community in Central Wisconsin. The Operations Manager uses financial information to guide the Farmshed team and Board of Directors to make decisions. This position is in charge of maintaining Farmshed’s accounting, grants management, and data systems. The Operations Manager is responsible for day-to-day accounting, such as journal entries, processing invoices, bank account reconciliations and deposits, as well the shared management of Farmshed’s Customer Relationship Management (CRM) system that includes grant, donor, vendor, partner, and customer data. This is a unique part-time position with the opportunity to grow with the organization.

Key Responsibilities:

● Maintain timely and organized Quickbooks entries and monthly bank reconciliations.
● Process accounts receivable, and accounts payable.
● Manage grant financial reporting and reimbursement processes.
● Maintain Farmshed’s accounting policies and procedures.
● Lead annual 990 process with accounting firm.
● Lead Salesforce, donation, and payment portal activity.
● Lead Salesforce internal user adoption and training, as well as troubleshooting integration issues that arise.
● Ensure data integrity and track key organizational metrics.
● Provide timely reports and communicate challenges and opportunities.
● Support staff, board, and volunteers to understand Farmshed’s finances.

Requirements:

Desired Skills and Experience

● Bachelor’s degree or equivalent experience, including a track record for analyzing non-profit finances and creating actionable next steps.
● Must be comfortable with data, CRM environments, and learning new systems. Salesforce experience is a plus, but not necessary.
● Must be comfortable working with a diverse community of farmers, small business owners, and volunteers.
● Proficient knowledge of state and federal non-profit regulations.
● Strong communication skills, both written and verbal, including an interest and ability to educate board, staff, and volunteers about non-profit finances.
● Proven ability to problem solve and adapt as needed in a team environment.
● Proven ability to keep clean and organized confidential records.
● Ability to work remotely and in a shared work environment.
● Knowledge of Open Book Management practices are a plus.
● Bilingual (Hmong and English) skills are a plus.
About Central Rivers Farmshed
Central Rivers Farmshed is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all.

Farmshed is a nonprofit organization located in Stevens Point Wisconsin whose mission is to grow a resilient local food community. We celebrate all aspects of an inclusive and sustainable local food system by:

- Ensuring everyone in our community can choose healthy and delicious locally grown food.
- Educating people of all ages ways to enjoy food grown in central Wisconsin.
- Supporting diversified family and cooperatively owned farms to succeed.
- Launching new businesses and products and encouraging all food businesses to source ingredients locally.

Please send a resume and cover letter to jenny@farmshed.org by April 1, 2021