



**EDIBLE  
SCHOOLYARD  
NYC**

**JOB DESCRIPTION**

**Finance and Operations Manager (Full-Time), Edible Schoolyard NYC**

**LOCATION:** Brooklyn, NY (This position is remote until further notice, but candidates should be able to travel to our Dumbo, Brooklyn office at least once a week for now and more frequently as we reopen)

**ABOUT THE ORGANIZATION:**

Edible Schoolyard NYC's (ESYNYC) mission is to support edible education for every child in New York City. We partner with New York City public schools to cultivate healthy students and communities through hands-on cooking and gardening education, transforming children's relationship with food. Inspired by the philosophy and model of Edible Schoolyard Berkeley and its founder, acclaimed restaurateur and food activist Alice Waters, Edible Schoolyard NYC was founded in 2010 to serve the specific needs of students in historically underserved public schools.

If you are passionate about food and making a difference, this is the place for you. While edible education is our core focus, we connect to the food world in many different ways. We work with top chefs and restaurants on partnerships which support our work, and collaborate with diverse brands to increase awareness of our mission. Many of our staff are passionate foodies and cooks, and we enjoy swapping recipes and food whenever possible. We are guided by six core values: 1. Passion and dedication 2. Community 3. Learning and discovery 4. Wellness 5. Collaboration 6. Equity.

**JOB SUMMARY:**

With the support of the Executive Director and an external finance team, the Finance and Operations Manager is responsible for maintain smooth operations, administration, and finance functions across Edible Schoolyard NYC, including: maintaining organizational systems, managing internal financial controls and budgeting, coordinating human resources, and providing project and administrative support. This position reports to the Executive Director. We are looking for an organized individual who is comfortable switching between tasks and juggling multiple priorities.

**RESPONSIBILITIES:**

Responsibilities include but are not limited to:

**FINANCIAL MANAGEMENT**

- Support the Executive Director in preparing and implementing the annual organizational budget.
- Reconcile monthly revenues with Salesforce and follow up on outstanding receivables.
- Coordinate payment of invoices and reimbursements, process purchase orders, codify credit card expenses in QuickBooks, and ensure all expenses are properly accounted for in the budget.
- Lead the monthly financial close process. Work with third-party accountants to ensure all income and expenses are correctly entered and coded in QuickBooks and accounts are reconciled to internal documents.
- Maintain budget spreadsheet and controls; prepare monthly financial reports including budget to actual reports, statement of cash flow, and other ad-hoc reports as required.
- Review bank reconciliation reports and bank statements each month.
- Process semi-monthly payroll with payroll administrators.
- Meet with the Executive Director and Vice President of Development on a monthly basis to review financials and cash flow analysis.
- Regularly review internal finance controls and ensure all policies and procedures are clearly documented and communicated.
- Prepare documentation for annual audit and manage timeline.
- Post invoices to QuickBooks and process payments as needed.



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- Serve as staff designee to the Audit & Finance Committee and work with the Executive Director and Board Treasurer to prepare materials for quarterly committee and board meetings.
- Support the Development team with grant budget preparation, grant reporting and tracking of restricted funding.

**ADMINISTRATION AND FACILITIES MANAGEMENT**

- Provide basic technology support and troubleshooting and coordinate with IT consultants as needed.
- Answer phones and screen and direct calls; manage phone system across the organization.
- Field and respond to inquiries from prospective supporters and the general public.
- Complete general office work and serve as Office Manager to maintain central office.
- Work with Program Managers to ensure smooth operations at each school site.
- Manage shared information systems (server, calendars, email, etc.) and manage physical asset inventory (computers, server, phones, etc.)
- Oversee administrative functions and facilities; provide administrative support to the Executive Director with scheduling, expense reports, travel arrangements, and other duties as required.
- Maintain calendar of Board meetings and support Executive Director in preparing for meetings. Keep minutes of all Board meetings.
- Review annual renewals for insurance policies and ensure policies are renewed on time.

**HUMAN RESOURCES**

- Support the on-boarding and off-boarding of employees.
- Coordinate with employees on benefits enrollment and respond to basic benefits and other HR-related questions.
- Maintain up-to-date filing systems, including confidential materials, and track time-off requests.
- Coordinate staff meetings and annual staff retreats.
- Manage relationship with HR vendors.
- Maintain and update the Employee Handbook.
- Other responsibilities as assigned.

**QUALIFICATIONS**

- A passion for Edible Schoolyard NYC's mission.
- Bachelor's degree required.
- 2+ years of operations and financial management experience, preferably in a nonprofit setting.
- Strong understanding of nonprofit finances and budgeting required.
- Highly motivated to learn the inner workings of a small, but growing, non-profit organization.
- Demonstrated ability to troubleshoot IT challenges.
- Highly organized and able to prioritize tasks.
- Systems oriented.
- Ability to work with frequent interruption and to simultaneously supervise a variety of tasks.
- Ability to solve challenges in a timely and creative manner.
- Positive, can-do attitude.
- A personable, positive and professional demeanor.
- Willing to work occasional nights and weekends.
- This position deals with a lot of confidential information: highly professional and able to manage confidential information.
- Proficient with Microsoft Office Suite and Google Drive.
- Knowledge of QuickBooks and Salesforce preferred.



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**COMPENSATION:**

Salary is commensurate with experience; there is a full benefits package, including health insurance and generous vacation policy. Professional development opportunities are supported when feasible. This is a full-time non-exempt position.

**OTHER:**

COVID-19 Vaccination Requirement: ESYNYC requires all incoming employees to be fully vaccinated against COVID-19. Requests for religious or medical exemption will be reviewed on a case-by-case basis.

Edible Schoolyard NYC is committed to a diverse workplace. People of color, racial and ethnic minorities, women, people with disabilities, veterans, and LGBTQ+ candidates are strongly encouraged to apply. Edible Schoolyard NYC is an equal opportunity employer committed to a policy of equal treatment and opportunity in every aspect of its recruitment and hiring process without regard to age, race, ethnicity, color, national origin, religion, disability, veteran status, gender and/or gender identity or expression, sexual orientation, unemployment status, or any other legally protected basis. Edible Schoolyard NYC provides reasonable accommodation to applicants and employees as required by law. Applicants with disabilities may request reasonable accommodation at any point in the employment process.

**TO APPLY:**

To apply, please send a resume and cover letter to [jobs@esynyc.org](mailto:jobs@esynyc.org) with your name and Finance and Operations Manager in the subject line.