



Viva Farms is a non-profit Farm Business Incubator and Training Program with a mission to create a more just and resilient local food system. We empower beginning and limited-resource farmers by providing bilingual training in holistic organic farming practices, as well as access to land, infrastructure, equipment, marketing and capital.

Viva Farms is committed to maintaining a welcoming, respectful, and inclusive environment for its diverse community of farmers, staff, students, volunteers, and partners. Viva Farms provides equal opportunity for its programs and activities and does not discriminate against individuals on the basis of race, color, national origin, religion, sex, age, pregnancy, disability, marital status, military or veteran status, genetic information, sexual orientation, gender expression or identity, or any other status or condition protected by applicable federal, state or local laws. We welcome and encourage applications from people of all backgrounds.

Business Administrator

Reports to: Director of Programs and Operations

Salary and Benefits: \$24.04-28.84 hourly depending on experience, Health Insurance (75% employer paid), 403(b) Retirement Program, 16 Paid Holidays, Additional Paid Time Off, Flexible Scheduling

Term: Hourly Overtime Eligible

Location: Mount Vernon, WA - Partial/Hybrid-Remote Arrangement Considered

Position Summary

Under the direction of the Director of Programs and Operations, the Business Administrator is responsible for developing and implementing the business management and human resource operations of Viva Farms. The Business Administrator will plan and coordinate activities that will help the organization run efficiently, including regularly scheduled activities and developing improved systems for productivity. The successful candidate will facilitate HR activities including new employee on-boarding and familiarization with company policies and procedures, as well as assisting existing employees with human-resource related issues, including employee time-keeping, payroll and employee benefit programs. This position will conduct regular bookkeeping activities, including monitoring of Accounts Receivable, Accounts Payable, Deposits, Bank Reconciliation and the creation and analysis of reports and financial statements to facilitate business operations and grant management activities. The Business Administrator will play a key role in devising and implementing improved systems and standard operating procedures across the organization in partnership with key staff.

The ideal candidate for this position has excellent organizational skills, analytical proclivity, a great sense of humor, excellent written and verbal communication skills, is open to feedback and flexible to the needs of the organization.



Essential Responsibilities

1. Bookkeeping, Budgeting and Business Analysis (40%)
 - a. Conduct tasks associated with Accounts Receivable, including monitoring outstanding invoices, generating monthly invoices and receiving payments from customers, including Viva Farmers.
 - b. Conduct tasks associated with Accounts Payable, including entering bills and properly accounting for expenses through monthly expense reports and bank reconciliation.
 - c. Provide support for and conduct tasks associated with creating grant budgets, grant invoicing and financial reporting, and other fundraising-associated accounting.
 - d. Conduct basic accounting functions in accordance with good accounting practices and develop and improve upon existing systems.
 - e. Prepare reports and financial statements by collecting and analyzing information.
 - f. Prepare and reconcile monthly employee expense reports and reconcile in Quickbooks.
 - g. Develop and implement improved systems for project management in Quickbooks, including participating in the management of project and grant budgets.
 - h. Ensure timely payment of quarterly taxes and working with an external accounting firm for annual financial audits and completion of 990 forms.
2. Human Resources Management (25%)
 - a. Administrative support to Viva Farms staff, including human resource, accounting and bookkeeping assistance.
 - b. On-boarding new employees and familiarizing staff with changes and updates to employment policies and procedures, as well as regulatory changes affecting employment.
 - c. Manage timesheet software (T-Sheets) execution together with employees and generate reports in support of grant management activities.
 - d. Conduct payroll execution of wages, payroll taxes, WA State insurance programs and employee benefit programs.
 - e. Participate in monitoring and implementation of changes to employee benefit programs and assist employees with inquiries regarding their benefits
 - f. Organize and participate in employee Annual Review processes.
3. Project Management / Other (35%)
 - a. Conduct a variety of administrative, research and project management tasks in a timely and thorough manner, including filing non profit status, charitable status and business licenses renewals.
 - b. General office management, including maintaining office supplies and company property inventory in use by employees, software acquisition, maintaining inventories of office supplies and basic tech support.
 - c. Manage existing vendor accounts and systems, including telecommunications, waste management, email accounts and others.
 - d. Arrange travel details as needed.
 - e. Other duties as assigned.



Preferred Qualifications

1. Demonstrated commitment to the mission of Viva Farms and passion for providing high-level administrative and organizational support in service to the organization's goals.
2. 1-3 Years of experience managing business operations for a similar sized organization
3. Be a positive team player and be able to maintain a positive demeanor in a fast-paced environment. Demonstrates reliability, maturity, initiative, creativity, discipline, and commitment.
4. Demonstrated ability to work both independently and collaboratively. Self-motivated to identify opportunities for improvement and to devise a plan for implementation.
5. Superb organizational skills and a strong desire to ensure operations run smoothly; attentive to details and conscientious in adhering to deadlines and deliverables.
6. Ability to multitask, and self-manage to effectively meet deadlines
7. Previous accounting and bookkeeping experience.
8. Excellent interpersonal and communication skills with demonstrated success in supporting a team.
9. Experience with Quickbooks, TSheets, Smartsheet, MS Office particularly Excel, Google Suite and other productivity software, as well as internet research.
10. Proficiency in written and spoken Spanish preferred, fluency in English required.

If interested, please send a resume and a cover letter explaining why you would be a great fit for this position to jobs@vivafarms.org. Please include "Business Administrator" in the email title.

September 2022