



VIVAFARMS

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 & Benefits

- Compensation: \$24.04 - \$28.84/hour DOE (full-time, non-exempt, overtime eligible)
- Health, Dental & Vision Insurance - 75% company contribution
- Paid Time Off - paid holidays, accrued combination of vacation and sick time
- 403(b) Retirement Program
- Phone Stipend

Location

- 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 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 and multitasking 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. Fluency in Spanish is highly preferred, but not required.



VIVAFARMS

Essential Responsibilities

1. Bookkeeping, Budgeting and Business Analysis (70%)
 - a. Conduct tasks associated with Accounts Receivable, including monitoring outstanding invoices, generating monthly invoices and receiving payments from customers.
 - 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 (15%)
 - a. Administer human resources support to Viva Farms staff, such as discussing timesheets, PTO balances, benefits, withholdings, interpersonal conflicts, etc.
 - b. On-boarding new employees and familiarizing staff with 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.
 - g. Develop and implement improved HR systems, such as employee tracking databases, training programs, and background/driving records monitoring.
3. Grant Management / Other Administrative Tasks (15%)
 - a. Coordinate with and assist Development Manager with regular grant billing, including data entry, data analysis and reconciliation, syncing grant data with accounting, software, and creating grant billing invoices.
 - b. 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.
 - c. 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.
 - d. Manage existing vendor accounts and systems, including telecommunications, waste management, email accounts and others.



VIVAFARMS

- e. Other related 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 bookkeeping experience, and managing business and HR operations for a similar sized organization.
3. Be a positive and flexible 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. Excellent interpersonal and communication skills with demonstrated success in supporting a team.
8. Experience with Quickbooks, Google Suite, MS Office particularly Excel, and other productivity software, as well as internet research.
9. Proficiency in written and spoken Spanish is highly 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.