

**WE'RE  
HIRING**



## **Business and Finance Manager**

### **Description of Organization and General Function:**

The Homeless Garden Project (HGP) is a nonprofit organization based in Santa Cruz, CA that provides job training, transitional employment and support services to people who are homeless. As an important complement to these programs, HGP operates a vibrant community volunteer and education program. The training, employment, education and volunteer programs take place in an organic farm and related enterprises.

Our grassroots program is funded through a mix of donations from individuals, grants, events and earned income. In 2015, about 66% of our income came from donations, grants and events, and 34% from sales of products made in our training program. We are preparing for a time of growth with a new, permanent, consolidated site; with the growth of acreage, our goal is to serve three times as many people each year and to increase the percentage of income brought in by our enterprises.

As HGP develops our enterprises, we are seeking a skilled, versatile, committed and passionate Business and Finance Manager to manage HGP's financial resources according to GAAP as well as play a key role in enterprise development through monitoring of a business plan.

**Reports to:** Executive Director

Part-time 16-20 hours/week, \$16-20/hr, based on qualifications and experience.

## **Primary Responsibilities**

### **Financial Management:**

Works with the Executive Director to manage the financial resources of HGP

Maintains and analyzes accounting records

Prepares accounting schedule, reports and financial statements

Prepares journal entries and reconciles ledger accounts

Assures compliance with accounting principles and policies, procedures and contracts

Works with CPA to prepare annual return

Maintains vendor, customer and CSA member relationships

Prepares annual budget and monthly budget and cash flow reports

Works with Executive Director to maintain banking relationship

Responsible for other duties as assigned in relation to financial management of HGP.

### **Business Plan Development, Execution and Monitoring:**

Assist with the development of a business plan for HGP's Farm enterprises and Value-added enterprise.

Assist in the implementation of and monitor HGP's progress in meeting goals of the business plan.

Establish infrastructure for growth; ensure systems are compatible with existing culture at HGP.

## **Preparation and Knowledge**

### **Qualifications**

- Bachelor's degree in Accounting or Business and experience in a relevant field
- Proficiency with QuickBooks
- Demonstrated experience in accounting and financial reporting
- Experience with small business management, operations or business consulting experience.  
Experience working with non-profit agencies and non-profit run businesses
- Strong analytical and organizational skills.
- Effective communication and interpersonal skills—especially with people of varied ages, experience levels and backgrounds

<p><b>Applications:</b> Mail resume, cover letter and contact information for three references to Darrie Ganzhorn, Executive Director, P.O. Box 617, Santa Cruz, CA 95061 or email to <a href="mailto:darrieg@homelessgardenproject.org">darrieg@homelessgardenproject.org</a>. Resumes will be accepted until position is filled.</p>
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