

Position:	Finance Associate
Reports to:	Director of Finance and Administration
FLSA:	Non-exempt
Hours:	30 hours per week, Mon-Fri, occasional evening or weekend work, as needed
Compensation:	Pay: \$21.63 - \$24.04 per hour, totaling approx \$33,750 - \$37,500 annually; health benefits package includes paid medical, dental, vision, life and long-term disability insurance; four 6-hour PTO days annually usable at start (prorated based on start date), two weeks of vacation accrued during first year, increases to three weeks at year two, plus holidays, including the week between Christmas and New Year's.

Position Summary

The Finance Associate is responsible for assisting with the management of the financial operations and reporting for our organization. This includes maintaining records, producing financial reports, managing grant invoices, and ensuring that financial procedures comply with applicable accounting standards, laws and regulations. This position works closely with the Director of Finance and Administration and bookkeeping positions, as well as the entire Cultivate KC team to ensure the smooth and efficient operation of the organization's financial systems.

Essential Functions & Responsibilities

- Manage the set-up and ongoing maintenance of SAP Concur
- In partnership with Director of Finance and Administration and program managers, prepare monthly grant invoices.
- Assist with month-end and year-end closing processes.
- Assist in obtaining requisite data for the annual audit and tax filing.
- Ensure compliance with applicable accounting standards, laws and regulations and work closely with Director of Finance and Administration to make sure new requirements are implemented timely.
- In partnership with the bookkeeper, ensure:
 - All financial transactions are accurately recorded;
 - Accounts payable and accounts receivable are managed, ensuring accurate completion of daily, weekly, and monthly specified tasks;
 - Required financial schedules including depreciation, prepaid expenses, asset inventory, and other schedules as needed are managed and updated;
 - Bank accounts are reconciled monthly.
- Other tasks as assigned.

Placement Criteria

- Bachelor's degree in accounting, finance, or related field preferred; OR a combination of a certificate in bookkeeping, accounting or related field, equivalent coursework, and/or professional experience in accounting, bookkeeping, or finance.
- Minimum two years of experience in a finance or accounting role, preferably in a non-profit setting.
- Experience working with an Automated Accounting Software (QuickBooks, Sage, NetSuite or similar)



Position Description Finance Associate

- Experience working with an expense management software such as SAP Concur or other preferred
- Proven working knowledge of accounting principles and financial analysis
- Excellent organizational and problem-solving skills
- Prioritization and time management skills
- Strong interpersonal and communication skills
- Proficient in Microsoft Office Suite; specifically high level of comfortability with Excel
- Able to work with a high degree of accuracy and attention to detail
- Able to make sound decisions based on established policy and procedures

Physical Demands

Must be able to work well with others and to demonstrate effective listening; job will require both independent work and working with others.

Work Location

This is mostly a remote position. Office space is available at the Offices at Park39 at 300 E. 39th St, Kansas City, MO 64111. Guidance on remote work will be provided after hiring.

Workplace Culture

At Cultivate KC, we:

- Collaborate,
- Care for each other, our work, and our community,
- Promote a healthy balance between our work and our personal lives,
- Are adaptive, creative, open to learning,
- Take time for organizational self-reflection,
- Practice transparency with each other and with those we serve,
- Agree that food systems work should be fun and bring joy to ourselves and our communities.

To Apply

Please send 1) a cover letter or email indicating why you are interested in working with Cultivate KC and what experience you bring to the position and 2) your resume to jobs@cultivatekc.org.

Timeline

We hope to offer the position in March/April 2024.