



## **Accountant (Independent Contractor/Consultant)**

Grassroots Gardens of Western New York (GGWNY), Inc. is a dedicated group of community gardeners and activists. Our mission is to share knowledge, power, and resources to grow healthy food, heal systemic harm, and strengthen neighborhood connections through community gardens. We seek to build a lasting network of land and people growing healthy communities.

We are seeking an accountant consultant who shares our values of Equity and Justice, Community Leadership, Fostering Connections, Stewardship, and Restorative Practices.

### **Position Summary:**

GGWNY is seeking an in-house accountant who will work closely with our Executive Director and attend to all bookkeeping, budgeting, finance, and accounting issues for our nonprofit organization. This position can either be an independent contractor or a part-time employee. Currently, our accountant consultant is working approximately 10-20 hours monthly and is on-site 2-4x a month. At least one day a week will be needed with the Executive Director and the remaining time may be remote if both parties agree. The pay rate is commensurate with experience.

### **Principal Duties and Responsibilities:**

- Manages the accounting and bookkeeping process for the organization, including cash receipts and disbursements accounts receivable and accounts payable, and fund balances
- Completes monthly bank reconciliations
- Supports the Executive Director in ensuring that financial data and cash flow are steady and support operational requirements.
- Ensures that contract billing and collection schedule is adhered to
- Issues internal monthly financial statements in an accurate and timely manner for the Executive Director, board treasurer, and board finance committee to review
- Supports risk management through internal controls, and document evaluation including review of contracts, leases, and records maintenance
- Posts payroll Journal Entries and maintain monthly Time Allocation Schedules that charge staff time to projects/grants
- Tracks and adjusts Deferred Revenue accounts as needed through discussion with the Executive Director
- Supports the Executive Director in completing an annual budget
- 1099 Preparation every January
- Provides grant accounting reports to Executive Director and Development Director as requested
- Supports the Executive Director in completing the annual review process, including liaising with the external auditing firm.

### **Necessary Qualifications:**

- Minimum of a B.A., ideally with an MBA/CPA or related finance degree.
- At least 5 years of broad financial and operations management experience.
- Strong background in nonprofit accounting principles with expertise in QuickBooks (online/desktop)
- Ability to translate financial concepts for the staff, Executive Director, and Finance Committee.
- Strong record of integrity, discretion, and ethical decision-making.
- Strong organizational and time management skills that balance flexibility and responsiveness with adherence to deadlines.
- Ability to work independently with a high level of accountability and attention to detail.

Grassroots Gardens WNY seeks to build an organization and culture fully reflective of the communities where we work and grow. We are committed to building an equitable and inclusive organization and strongly encourage applications from BIPOC community members, LGBTQ+ community members, women, individuals living with disabilities, veterans, and people from working-class backgrounds. We will strive to make accommodations to the work environment to facilitate the ongoing success of the selected candidate as needed.

To apply, please send a cover letter, resume, and 3 references to Jeanette Koncikowski, Executive Director, Grassroots Gardens WNY via post to Jeanette's attention at GGWNY, 389 Broadway St., Buffalo, NY 14204 by 10/7/22 or via email to [director@grassrootsgardens.org](mailto:director@grassrootsgardens.org) with a subject line of **Accountant**.

No phone calls, please.