

Accounting Coordinator Job Posting

Farm Aid

Cambridge, MA (with hybrid schedule option)



WHO WE ARE

Farm Aid is a national nonprofit working toward a vibrant, just family farm-centered system of agriculture in the United States. Founded in 1985 by Willie Nelson, Neil Young and John Mellencamp and joined today by board members Dave Matthews, Margo Price and Nathaniel Rateliff, Farm Aid hosts an annual music, food and farm festival in support of its mission. Farm Aid has raised more than \$90 million through its festival and other initiatives to help farmers thrive, grow the Good Food Movement, take action to change the dominant system of industrial agriculture and promote food from family farms. Farm Aid's vision, a farm and food system where family farmers and eaters are partners and everyone benefits, is not possible without active commitment to racial equity and justice.

WHAT YOU'LL DO

- Own and coordinate Farm Aid's accounts payable processes, including weekly check runs, invoice processing, employee reimbursements, and payment tracking.
- Support accounts receivable activities, ensuring timely and accurate processing, coding, tracking, and documentation of contributions and other revenue.
- Serve as a key liaison between Finance, Development, Programs, Operations, and Farm Aid's outsourced accounting partner, ensuring information flows efficiently and accurately across teams.
- Support revenue operations by processing donations, maintaining accurate records in Salesforce, coordinating donor acknowledgments, and assisting with campaign and grant-related tracking.
- Manage the finance inbox and serve as a primary point of contact for staff and vendors regarding financial processes, payments, and documentation.
- Support grant administration and reporting activities in partnership with program and development staff, helping ensure accurate financial tracking and compliance.
- Maintain and improve financial systems and workflows, including QuickBooks, Salesforce, Ramp, and related platforms, identifying opportunities to increase efficiency and strengthen internal processes.
- Partner closely with the Finance Director to build and strengthen Farm Aid's internal finance capacity during a period of organizational growth and evolution.
- Contribute to annual festival planning and other organizational initiatives as needed.

WHO YOU ARE

- You are energized by Farm Aid's mission and values. You are excited to support an organization working to build a more just and sustainable food and farm system and are committed to equity and social change.
- You bring at least 3 years of experience in nonprofit accounting, financial operations, bookkeeping, or a related role, within a nonprofit organization.
- You have hands-on experience with accounts payable and receivable processes with a proven drive to bring order, accuracy, and efficiency in financial operations.

- You are highly detail-oriented and organized. You take pride in producing accurate work, managing multiple priorities, and following through on commitments.
- You are comfortable working independently while collaborating across teams. You are proactive, resourceful, and take the initiative to identify solutions and exercise good judgment.
- You are customer-service oriented and enjoy helping colleagues navigate processes, systems, and financial procedures.
- You are experienced with accounting and business systems, including QuickBooks and Excel. Experience with Salesforce and DropBox is strongly preferred. Familiarity with Ramp, Bill.com, Concur, Airtable, or similar platforms is a plus.
- You communicate clearly and professionally and can build productive relationships with staff, vendors, consultants, and external partners.
- You are adaptable and thrive in a collaborative, fast-paced environment where priorities may shift throughout the year.

The following qualifications are strongly desired but not required:

- Experience with nonprofit fundraising operations or donor data management.
- Experience supporting federal grants administration or reporting.

WORK ARRANGEMENT & COMPENSATION

Farm Aid is headquartered in Cambridge, MA. This is a hybrid position with an expectation to be in the office 2-3 days/week. Salary is within the range of \$60,000 - \$64,000. Benefits include 100% health insurance premium coverage (for up to full family coverage, ranging in value of up to \$30K+ annually depending on family size); 20 days (4 weeks) of paid vacation; 15 days paid sick and excused time; 2 civic engagement days; 11 holidays & general office closure from December 24 through January 1; option to participate in company IRA, FSA and Employee Assistance plans; longevity bonus program rewarding each year of service and a paid, twelve-week sabbatical after seven years of service.

TO APPLY

Please [apply here](#) with 1) a cover letter that explains why Farm Aid's work excites you and how you are well positioned for the role, and 2) your resume. Please address your cover letter to Patricha Paul. We review applications on a rolling basis and strive to get back to applicants within three weeks.

Farm Aid is an equal opportunity employer and as such, we do not discriminate against any team member or candidate because of race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information, veteran status, marital status, pregnancy, or any other basis protected by law. We encourage all to apply because we believe a diversity of voices leads to better discussions, decisions, and outcomes for everyone.

Farm Aid has retained DH Search to support the recruitment of an Accounting Coordinator. DH Search partners with mission-driven organizations to hire the people they need to create a more just and equitable world. Learn more at www.dhsearch.net.