

## Grants Finance Manager

**Mission:** Cultivating environmentally sound, economically viable, community-focused farms and food systems

**Position overview:** We're seeking an experienced finance manager who thrives while working on a team while balancing independent work. Pasa's grants include more than 20 active private, state, and federal opportunities ranging in size, scope, and duration. The purpose of this role is to facilitate knowledge and documentation between program staff and the financial systems (both internal and external to Pasa).

This is primarily a remote, full-time position with in-person workdays and 2-3 annual in-person multi-day staff retreats in Pennsylvania. All employees are required to attend our annual Sustainable Agriculture Conference, which takes place each February in Lancaster, PA. Employees must comply with Pasa's remote employee policies.

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### Responsibilities

- Generate budget vs actuals reports and schedule meetings with Pasa grant leads to discuss budget, deliverables, and grant progress
- Provide support to Grants Manager and staff grant leads in the grant application process including gathering, reviewing, and submitting grant materials where appropriate
- Support grant leads in the completion and submission of financial reports to grantors
- Clean, merge, and analyze data from disparate sources
- Draft, submit, and record grant reimbursement requests on set schedule (monthly, quarterly)
- Record and update grant invoices and payments in internal systems (e.g. QuickBooks, Salesforce)
- Maintain grant data and documents in internal systems and external grantor portals
- Track the completion of deliverables and reports as required by grantors, in coordination with Grants Manager
- Update and maintain existing grant finance SOPs and write new grant reimbursement SOPs as needed
- Contact partners for necessary documentation; receive and appropriately file documentation
- Semi-regularly meet with the Strategic Services team to understand ongoing support needs
- Contribute to continuous improvement in Pasa's grant writing and management processes and systems

## Qualifications

- Demonstrated experience with bookkeeping, budgeting, and financial reporting
- Experience with QuickBooks Online
- Database use (Salesforce preferred, but not required)
- Experience in an accounting-related position or degree in related field

## Preferred Qualifications

- Grant management and/or grant writing experience
- Experience with Google Workspace

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**Compensation:** This is a full-time exempt position. Annual salary is based on experience and is negotiable within the range of \$52,000 to \$63,000. Benefits include health, vision, and dental insurance; 401K retirement match; flexible scheduling; twelve paid holidays; and a generous leave policy, along with a work computer provided, travel expenses and mileage reimbursement.

**How to apply:** We are committed to advancing diversity, equity, inclusion, and justice through our hiring practices. This entails reviewing application materials anonymously (without the applicant's name exposed) to help prevent potential unconscious bias. Please remove your name and email address from your cover letter and resume. Please adhere to the following protocol when submitting your application materials:

- **Step 1:** [Complete this short questionnaire](#). All applicants are required to complete this anonymous questionnaire to (1) help us know whether this job opportunity has been accessed by a diverse pool of candidates and (2) to receive an applicant ID number to continue the application process. Your anonymous survey responses are not connected to your application materials and will not affect hiring decisions.
- **Step 2: Record your applicant ID number.** After completing the above questionnaire, you will receive an applicant ID number. This number is unique to you and your application.
- **Step 3: Name your resume as “[Applicant ID] Resume” (e.g. 123456 Resume).** Please do not include any part of your name in the file name (e.g. don't use “Doe 12345 Resume”).
- **Step 4: Name your cover letter as “[Applicant ID] Cover Letter” (e.g. 12345 Cover Letter).** Please do not include any part of your name in the file name (e.g. don't use “Doe 12345 Cover Letter”).
- **Step 5: Upload your resume and cover letter.** Upload instructions will appear upon completing the questionnaire above. You will also be emailed an upload link.

**Reminder:** Application materials should *not* contain your name or email address.

Initial interviews will be conducted remotely via Zoom. The anticipated start date for this position is June. If you have any questions, please contact [jobs@pasafarming.org](mailto:jobs@pasafarming.org).

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## Employee value statement

**We are passionate about effectively advancing our mission.** We value employees who:

- share our passion and can clearly communicate the value of our work to others;
- consider how we can do things smarter and more efficiently;
- anticipate and address roadblocks or other challenges;
- stay current on trends in the field;
- embrace and accommodate change; and
- continuously advance their knowledge and skills through professional development.

**We strive to create a work culture that promotes both independence and collaboration.**

We value employees who:

- are committed to fostering a connected, respectful, and responsive work environment, whether work is being conducted remotely or in person;
- exemplify honesty and integrity;
- possess excellent interpersonal skills;
- exercise good judgment and take initiative when needed; and
- can recognize when to ask others for advice, feedback, or support.

**We take pride in the quality of our work.** We value employees who:

- consider the big picture while paying close attention to accuracy and detail;
- can clearly and thoughtfully communicate in person and in writing;
- are highly organized; and
- thrive in a fast-paced, professional work environment.

**We are an equal opportunity employer** and encourage people of color; Indigenous people, LGBTQ+ people; veterans; people with disabilities; people who have been formerly incarcerated; and others who are underrepresented within the environmental nonprofit sector to apply.

COVID-19 staff policy: As of October 24, 2022, Pasa staff are not required to be vaccinated as a condition of employment. However all staff must privately disclose their vaccination status to Human Resources upon hire. All staff, regardless of vaccination status, are required to conduct

COVID-19 rapid tests before and after attending any indoor event or meeting hosted by Pasa.  
This policy is subject to change as the COVID-19 pandemic continues to evolve.