



## Position Description: Finance & Administration Coordinator

***Submit your application: [CanopyFM.com/jobs](https://CanopyFM.com/jobs)***

A sharp, resourceful Finance & Administration Coordinator will support the full Canopy team in its efforts to establish and maintain perennial agroecological systems. The ideal candidate will be ready to work in a fast-paced, startup environment and is familiar with the tools and systems of startup management. This position will need to both keep a routine and respond quickly to high-priority requests. Ideal candidates will have the curiosity and versatility to help complete projects in all areas of the organization.

**Hours:** Full-time, salaried

**Location:** Hybrid, with up to ~60% work from home. Office located at Canopy's WI Hub in Spring Green, WI.

**Start Date:** May 1 (flexible)

**Reports to:** Director of Administration

**Works Closely With:** CFO

**Salary Range:** \$55,000-\$65,000, commensurate with experience

**Benefits:** 401(k), PTO, QSEHRA healthcare reimbursement

### Primary Responsibilities

- Comprehensive management of financial records, including:
  - Month-end reconciliation
  - Quarterly and annual financial reporting
  - Journal entries for cost of goods sold and inventory adjustments
  - Sales tax filings
  - Depreciation calculations and accounting
  - Cash management
  - Interface with independent accountants and attorneys
- Manage accounts payable and accounts receivable
- Run payroll & manage benefits
- Oversee organizational compliance and regulatory administration
- Coordinate and manage travel logistics
- Oversee the management of record systems, ensuring accuracy, organization, and accessibility
- Coordinate tracking, analysis, and reporting of company-wide non-financial data
- Support the WI Hub with miscellaneous administrative duties, including:
  - Shipping, receiving, and inventory management
  - Office supplies, office equipment, utilities, cleanliness
  - Digital and paper file organization
- Perform other related duties as assigned

### **Required Qualifications**

- Demonstrated experience with:
  - Financial bookkeeping
  - Recordkeeping and filing
- Demonstrated proficiency in:
  - Quickbooks Online
  - Google Apps
  - Microsoft Excel
- Excellent verbal and written communication skills
- Enthusiasm for learning organizational tools and systems
- Excellent organizational skills and attention to detail
- Willingness to work independently with strong self-direction
- Commitment to participating in an open and collaborative environment
- Bachelor's degree in accounting or related field
- Valid driver's license

### **Preferred Qualifications**

- Familiarity with agriculture, habitat restoration, or related field
- Preference for candidates willing to grow with the company

### **Diversity Commitment**

Canopy Farm Management affirms the value of diversity of staff and stakeholders, and aims to foster inclusive environments and equitable outcomes of our work. We seek individuals who are committed to these goals.

### **Equal Employment Opportunity**

Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, veteran status, or any other status protected by applicable state or federal law.