



Shalom Farms Office Manager Position Description

Shalom Farms is seeking an Office Manager to manage the organization's administrative functions and provide data entry support to the external accountants, ensuring that the organization is performing efficiently and effectively. This is a 25 hours/week salaried position, and reports to the Chief of Staff.

The Office Manager should have a passion for details and organization, understanding how critical their role is to the overall success of Shalom Farms' mission. This is a collaborative support role, and the ability to exercise good judgment in a variety of situations, strong written and verbal communication skills, and the ability to maintain a realistic balance among multiple priorities is critical. The Office Manager must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

About Shalom Farms

Shalom Farms is a nonprofit farm and food justice organization. We believe that everyone deserves equitable access to nourishing food and meaningful opportunities to grow, choose, cook and enjoy that food. On our two Certified Naturally Grown farms we work with thousands of volunteers each year to produce more than 200,000 pounds of fruits and vegetables, which we distribute throughout the Richmond, VA, metro region through a variety of programs and partnerships.

Key Areas of Responsibility

Administration (75%)

Serves as point person for all administrative functions of the organization including proper registrations, licenses, insurance coverage, supply management, retreats and travel logistics, IT, office space and lease issues, and all utility and vendor needs including phone, internet, and software vendors.

Finance (10%)

Manage day-to-day bookkeeping including accounts payable, accounts receivable, payroll support, and credit card reconciliation.

Human Resources (10%)

Support coordination of human resources policies and activities ensuring legal compliance and implementation of the organizations' mission and talent strategy.

Other (5%)

Specific Responsibilities

Administration (75% of time)

- Support in planning staff and board retreats and external events.
- Implements policies for and directs the storage, confidentiality and safety of written and electronic records for organization.

- Manage organizational, commercial, auto and workers' compensation insurance as needed. File company insurance claims as needed. Ensure all vehicles are inspected and licensed in a timely manner.
- Maintain all applicable licenses and registrations.
- Serve as the point person for office management duties, including ordering office/conference supplies, mailing services, special errands, organizing supplies
- Assist with the answering of telephone calls and directing calls and general emails appropriately.
- Make travel arrangements and provide logistical support for events as needed, arrange food and materials for meetings as needed.
- Other related assignments as necessary.

Finance (10% of time)

- Responsible for day-to-day bookkeeping, including Quickbooks data entry, credit card reconciliations, day-to-day check printing and payment processing, invoices, and payment approvals.
- Provide support to the external accountants in consultation with the Executive Director and Development Director.
- Under the execution of the external accountants, ensure all financial statements, including income statements, balance sheets, tax returns, and governmental agency reports, are completed.
- Coordinate tax reporting requirements, and work with the external accountants to file annual 990s and other applicable tax forms and coordinate the annual audit.

Human Resources (10% of time)

- Support the Chief of Staff in recruitment, hiring, and onboarding of new employees.
- Oversee and maintain employee personnel files.
- Manage and ensure compliance in all matters related to insurance (D&O, general liability, auto, etc.), healthcare benefits, Worker's Comp, etc.

Other (5% of time)

- Contribute to and participate in relevant committee and staff meetings, trainings, etc.
- Join other cross-departmental opportunities as they arise.
- Work at least 2 out of 3 Shalom Farms events (Summer Open House req)
- Other duties as assigned.

Qualities

- Strong interpersonal and communication skills, especially across different departments within the organization.
- Strong attention to detail, organizational skills, and time management, with the ability to track details over time.
- Ability to problem solve independently as well as collaborate with a team, show initiative, and propose solutions and seek answers.
- Commitment to racial justice, and Shalom Farms' values of justice, collaboration, integrity, respect, and sustainability.
- Passionate about providing operational and administrative support in a dynamic and evolving nonprofit environment.

Must Haves (If you meet 80% of these characteristics, please apply!)

- At least 3 years' experience in a similar role with duties including operations, finance, and human resources in a non-profit environment.

- Experience with QuickBooks or other accounting software.
- High EQ, including a high level of discretion and professionalism, executing and exhibiting good judgment and proven ability to handle confidential information with discretion and diplomacy.
- Strong verbal and written communications skills (professional working proficiency in English.)
- Strong interpersonal skills and the ability to build trusting relationships with staff and leadership to ensure strong communication and coordination.
- Excellent organizational skills and attention to detail.
- Ability to work well with a diverse group of stakeholders.
- Excellent analytical, decision-making, and problem-solving skills.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to adapt to the needs of the organization and employees, with a high tolerance for ambiguity, changing work priorities and deadlines, and a willingness to take on responsibilities
- Ability to prioritize tasks and to delegate them when appropriate.

Nice to Haves

- Proficiency with HRIS and talent management systems.
- Deep knowledge of QuickBooks.
- Strong knowledge and understanding of Google Suite.
- Nonprofit experience.
- Experience working in a dispersed team environment.
- Access to a vehicle preferred but not required.
- Knowledge of employment-related laws and regulations.
- An understanding of practices, theories, and policies involved in business and finance.

All employees are required to comply with the policies and procedures contained in the current Shalom Farms Employee Handbook, and with all applicable local, state, and federal laws.

Compensation and Hours

This is a Category 1, 25 hours/week, year-round exempt, salaried position, based in Richmond, VA, with the potential for a hybrid work schedule. The annual salary for the position is \$32,500. The position includes medical, dental, and vision insurance, paid holidays and generous vacation and sick leave (PTO) in addition to a paid full week off in August. Plus lots of free farm produce!

To Apply

To apply for this position, please send a (brief) cover letter, resume, and 2-3 references via email (with Office Manager in the subject line) to hr@shalomfarms.org.

Applications will be reviewed on a rolling basis until the position is filled, with a priority deadline of February 1. Ideal start date is March 17, 2025. For more information visit our website www.shalomfarms.org, or find us on Facebook and Instagram (@shalomfarms).

Shalom Farms is committed to building a diverse workforce that is representative, at all job levels, of the communities where we work, partner, and serve. We believe that diversity and equity among our teammates are critical to our success as an organization and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.