



Finance and Administrative Coordinator

NOFA-NY Certified Organic, LLC is hiring a full-time Finance and Administrative Coordinator!

Be a part of a growing not-for-profit, USDA-accredited organic certification agency, whose primary purpose is to provide high integrity certification services to ~1,000 organic farmers and processors throughout New York State and surrounding areas.

The Finance and Administrative Coordinator supports the smooth functioning of the organization's financial and administrative systems. This role ensures accurate financial processing and provides administrative support for office operations and to staff. The ideal candidate is detail-oriented, reliable, and comfortable balancing multiple responsibilities in a dynamic environment.

Responsibilities:

1. Financial Administration (75%)

- Process accounts payable and accounts receivable, including invoices, expense reports, and reimbursements.
- Maintain accurate entry of financial transactions into QuickBooks Online accounting software.
- Assist with monthly bank and credit card reconciliations.
- Assist Finance Director in tracking grants, restricted funds, and/or program expenses as needed.
- Assist with annual audit preparation, including organizing financial records and auditor requests.
- Generate routine financial reports.
- Other finance duties as assigned.

2. Office Administration and Support (25%)

- Process mail and respond to general inquiries by phone or email and route messages appropriately. Process general outgoing mailings.
- Process and/or file documents
- Order and organize supplies and equipment and maintain and support vendor relationships.
- Support new staff onboarding: procure and assign equipment and inventory and track equipment. Replenish staff supplies as requested.
- Coordinate meeting logistics—rooms, technology, refreshments, materials.
- Provide scheduling support for staff as needed.
- Assist with coordinating events, training or meetings.

QUALIFICATIONS

- Associate's or Bachelor's degree preferred, or equivalent work experience.
- 2–4 years of experience in bookkeeping, finance coordination, grant tracking, preferably for nonprofit operations.
- Proficiency with QuickBooks Online accounting software (preferred) and Microsoft Office tools.
- Excellent attention to detail and ability to maintain financial accuracy.
- Strong organizational and time-management skills.
- Ability to handle confidential information with discretion.
- Strong written and verbal communication skills.
- Customer service mindset; comfortable interacting with staff, customers, and vendors.

This is a full-time (40 hours/week) in-office as well as remote work position with benefits. Benefits include healthcare, dental, vision, life and 403(b) as well as very generous paid holidays/vacation time. NOFA-NY offers a collaborative and flexible working environment. \$22/hour starting rate.

Interested and qualified candidates are invited to email a resume and cover letter to: hr@nofany.org. For information regarding our organization, please visit www.nofany.org.

NOFA-NY is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender identity, sexual orientation, national origin, age, disability, genetic information, or any other protected class. We encourage applicants from diverse backgrounds to apply. NOFA-NY is committed to centering racial equity in our organization and in our advocacy work. Please visit NOFA-NY's website to read our Equity Statement [here](#).