



*righteous produce!*<sup>™</sup>

## Operations & Finance Associate

Posted March 19, 2024 – Closed April 19, 2024

**Status:** Full time, 40 hours per week (occasional nights/weekends during Trade season)

**Reports to:** Angel Mendez, Executive Director

**Salary range:** \$45k – \$50k/year with benefits

**Location:** Providence, RI + Telecommuting

**Application process:** Interested applicants must apply **by April 30th**. Email resume and cover letter as attachments to: [amendez@redtomato.org](mailto:amendez@redtomato.org).

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**Position summary:** The Operations & Finance Associate will support our Operations department, manage logistics in coordination with the Executive Director, and assume major bookkeeping/finance responsibilities. A set “level” of experience is not required; candidates with a range of work history and education that has prepared them for this role are encouraged to apply.

- Develop positive working relationships with logistics partners, serving as a representative of the Red Tomato brand and values
- Maximize logistical efficiencies and protect Red Tomato’s ability to achieve target gross margin
- Serve as the link between growers/customers/distributors and the RT team, communicating feedback/issues/kudos
- Stay up-to-date with food & farming industry news and trends
- Participate in strategic planning and initiatives, Trade Team meetings, Team Tomato meetings and Annual Growers Meeting
- Manage office supplies, answer phones, IT basics, support overall administration as needed
- Problem solve and think strategically

### **Duties and Responsibilities**

#### **1. Logistics:**

- Act as lead on the logistics communications and paperwork for 2-3 accounts/programs; act as backup on overall logistics
- Work with Executive Director to develop systems strategy and new logistics/supply chain partnerships
- Issue paperwork to distribution partners, process cross checks and Proof of Delivery (PODs), data entry
- Troubleshooting as needed; nights and weekends coverage for logistics dispatch as needed

## **2. Operations:**

- Support IT and technology – daily, monthly, quarterly, data backups; shared cloud folders; desktop support
- Collaborate with Executive Director to generate SOPs for all Trade and Edible Software functions
- Help maintain cleanliness and functionality of office space, equipment and overall site
- Implement systems to help a range of RT functions stay highly organized and effective

## **3. Finance:**

- Act as lead interface with Fresh Byte Software, as supervised by Director of Operations
- Support Sales Team to ensure regular inventory reconciliation; reconcile and balance all customer accounts, payables and receivables
- Create & distribute weekly financial reports; prepare other financial reports as requested
- Process customer/vendor credit requests in a timely fashion; verify source documents such as invoices, receipts, computer printouts
- Assist with budget preparation and financial audits
- Manage accounts & receivables
- Maintain internal control systems and databases; allocate and post financial transaction details to subsidiary books; complete filing system to support financial records
- General duties as assigned (prepare checks; collect Time Sheets; staff Debit accounts, etc.)

## **Qualifications**

### **Required:**

- Customer service experience, excellent telephone skills, highly effective communicator
- Extreme attention to detail, master of planning and implementing organization systems
- Experience and proficiency with Excel and database management
- Strong foundational knowledge/comfort with accounting/math, IT/technology
- A sense of humor and ability to work well with others in a fast-paced, mission-driven workplace
- An eager and fast learner, committed to Red Tomato's work and determined to excel

### **Desired:**

- Experience in logistics and distribution, farming, produce industry and/or sales
- Experience in bookkeeping, finance, accounting and/or operations
- Proficiency with Accounting Software/Edible Distribution Software

- Highly organized and attention to detail

### **About Red Tomato**

Red Tomato is a small nonprofit est. 1997 that works directly with Northeast farmers and buyers to deliver produce rooted in values. We believe that a farmer-focused, regional food system is the way to a better world.

**Red Tomato is a great place to work!** The values we strive to bring to the workplace include:

- Innovation, risk-taking, and 'learning by doing'
- Passionate commitment to our vision
- Respect, honesty, and fairness in all of our relationships
- Joy, cooperation and balance in our work life
- Fun!