

JOB NOTICE

Grants & Finance Manager

The Appalachian Resource Conservation & Development Council, headquartered in Johnson City, Tennessee, seeks an experienced, full time (35 hour per week) Grants & Finance Manager. Candidates must have a solid understanding of grant management, book keeping and accounting processes and be proficient with the use of Quickbooks and Excel. Experience with the complexities of non-profit organization accounting is a plus. The selected person will be a well-organized, detail oriented, systems thinker. Because a part of the Financial Manager's job will be to translate complex finance and accounting data into digestible information for staff, board and grant making agencies, he or she will have strong organizational, communication and people skills. This person must be able to work very well in a collaborative team environment.

This person will be the liaison between our executive director, program directors and our outsourced contract payroll service and the certified public accounts we utilize for our tax filings and audit. They will help ensure that program expenses are properly documented, stored and accounted for according to a variety of possible revenue sources. They will ensure that invoices go out in a timely manner and receivables are properly recorded and deposited. They will work with staff to help develop the ARC&D's annual operations and program budgets and create monthly budget v actual statements comparing revenues and expenditures with budgeted figures. They will also work with the executive director to create, review and present other financial statements such as a cash flow statement, balance sheet, all accounts statement and a monthly transactions register.

The ideal Financial Manager will also have an eagerness to participate as a team member in fundraising and development activities. A portion of the selected person's time will likely go toward helping to manage our donor, sponsor and other contributor databases and timely communications with them. Qualified candidates will have a bachelor's degree in accounting or finance and/or demonstrate the real-world, practical experience with the training and education necessary to do the job.

The Appalachian RC&D (ARC&D) Council is a 31 year old non-profit organization that connects people to the land, agri-culture, food and each other through fostering a vibrant local farm and food scene across Northeast Tennessee and beyond. We have four core programs: 1) Farmer & Gardener Training; 2) Nutrition & Food Access for All; 3) Farmland Conservation; and 4) Local Farm & Market Support. Salary range is \$55,000 - \$65,000 annually based on a typical 35 hour, flexible work week with 13 Holidays and 168 hours of paid time off and benefits that include a matching 401k, flexible spending account, short and long-term disability, dental, vision and life insurance.

Annual Salary Range: \$60,000 - \$65,000

Potential applicants will need to send a resume, cover letter and list of three references by **April 7, 2026** to ARC&D's executive director Andy Brown at andy@arcd.org.