



Finance Coordinator

Mission, Vision, and Values

The Nashville Food Project brings people together to grow, cook and share nourishing food, with the goals of cultivating community and alleviating hunger in our city. At The Nashville Food Project, we embrace a vision of vibrant community food security in which everyone in Nashville has access to the food they want and need through a just and sustainable food system. This mission and vision are guided by core organizational values, including hospitality, stewardship, interdependence, learning, justice, and transformation.

Organizational Background

The Nashville Food Project (TNFP) was born from the idea that good food is a matter of basic dignity. Since its start in 2007, TNFP has served thousands of Nashvillians facing food insecurity. In 2011, TNFP was incorporated as an independent nonprofit, shifting the focus of its meals program toward a collaborative partnership model and launching an urban agriculture program. Today, TNFP continues to connect people to nourishing food and to each other through vibrant urban agriculture projects, made-from-scratch meals, and food shared with local partners working to disrupt cycles of poverty.

Position Summary

The Finance Coordinator is detail oriented, highly organized, self-starter who manages the front end financial processes for TNFP. Reporting to the Chief Financial Officer (CFO), the Finance Coordinator (FC) works to keep the financial processes and systems organized and in compliance.

ESSENTIAL JOB FUNCTIONS

- Serve as the primary point of contact for all financial transactions, including processing donations, paying bills, and sending monthly invoices for community partners
- Manage bank deposits, including initial pledges and gifts
- Reconcile between RE & QBO monthly
- Facilitate timely submission of expense reports and receipts with all staff credit cards
- Ensure proper application of receipts against A/R and elevate aged entries to CFO as needed
- Support Operations Manager for facilities rentals, including invoicing and communicating with renters to ensure clarity of expectations in advance of their event
- Ensure all ACH and EFT transactions are included in the donor database and documentation is given to the accountant for month end close
- Support staff with financial reports to help them track budgets by department
- Perform monthly reconciliation of accounts to bank statements and donor records
- Assist in preparation for annual audit and other compliance audits as they arise

- Support general finance operations to ensure other day-to-day tasks are completed

REQUIRED QUALIFICATIONS

- Bachelor's degree in accounting, finance or related discipline
- 1-3 years of bookkeeping experience
- Proficient in Quickbooks Online
- Comfortable with technology, including but not limited to Microsoft Office Suite, Google Drive, fundraising CRMs and general IT platform support
- Ability to establish and maintain positive working relationships with TNFP staff, as well as diverse communities including nonprofits, volunteers and the general public

KNOWLEDGE, SKILLS AND ABILITIES

- Exceptional organizational skills, with a precise attention to detail, record keeping and time management
- Self-starter with excellent communication skills, ability to convey complex data in a clear way
- Ability to meet deadlines
- Takes initiative for creating, improving and maintaining financial systems
- Cooperative work ethic and a positive attitude

CLASSIFICATION

This is a part-time, non-exempt position working 25-30 hours per week. This position has no direct supervisory responsibilities. This is a hybrid position between in-office and remote work.

COMPENSATION

Starting pay is \$25-\$30 per hour, commensurate with experience.

To apply, please send a resume and cover letter outlining your interest in our work and mission to info@thenashvillefoodproject.org. Applications received on or before September 30, 2026 will receive priority consideration. Candidates will be considered on a rolling basis until the position is filled.

In all aspects of its work, The Nashville Food Project strives for a culture of inclusivity and fairness without discrimination based on race, color, religion, sex, sexual orientation, national origin, age, veteran status, disability, or any other characteristics protected by law.