

UNCOMMON CACAO

SOURCE & TRADE

Uncommon Cacao, Inc.

Position: Finance & Operations Manager

Background:

Uncommon Cacao believes farmer prosperity is a key ingredient in good chocolate. We boldly embrace transparent trade to build authentic, long-term relationships across the chocolate supply chain. Uncommon owns and operates origin companies in Belize and Guatemala that work directly with farmers to produce high quality cacao, and our California-headquartered U.S. company distributes cacao from our own origins as well as partner exporters in other countries to over 120 craft and premium chocolate makers globally. Across Uncommon Cacao's businesses, the company is pioneering a new cacao economy that pays farmers more and is grounded in real partnerships that deliver improved stability and success for all.

We're seeking an amazing Finance and Operations Manager to join our team! This person will be coming in to the company at a critical early stage of the business' development, and this role has significant potential for growth and impact. We're looking for someone driven to build an awesome company, who is brilliantly analytical, eagerly team-focused, and ready to take on financial and strategic management of Uncommon Cacao's industry-shifting high-impact supply chain operations.

Scope of Work:

Design and implement business strategies, plans, and procedures, including inter-company communication, supply/demand planning, risk management, quality control, supply chain optimization, human resources:

- Facilitate processes to measure and improve company and team performance and solve problems collaboratively
- Manage process to monitor supply/demand dashboard and gather/synthesize data from across the company
- Implement processes to optimize sales performance, including product fit, pricing analysis, discounts and promotions, and lead monthly sales/finance meeting
- Improve inter-company communication tools and processes to increase efficiency and promote team culture
- Develop Uncommon Cacao cross-company employee handbook and culture documents in collaboration with the CEO
- Develop and implement risk management systems across the company
- Manage company HR and payroll system
- Manage company insurance policies

Lead and optimize financial management across company's international businesses, and drive financial strategy:

- Facilitate the development of budgets in collaboration with Sales Director, CEO, part-time CFO, managing directors, and Scrubbed (controller)
- Close books on monthly and quarterly basis, in collaboration with Scrubbed (controller) and part-time CFO
- Hold monthly financial analysis meeting with Managing Directors to review closed books and report to CEO
- Interpret financial and operational data to help guide decision-making on prices, purchase volumes and margins
- Ensure integrity and accuracy of cash flow management across the businesses in collaboration with country managers and part-time CFO
- Ensure proper preparation of and review quarterly company consolidated financials
- Direct liaison with tax accountants for all tax-related issues, questions, and documents
- Support CEO on investor- and board-facing documents and communications
- Assist CEO in fundraising ventures
- Update financial model on regular basis to reflect company's actual performance and plan
- Paying bills
- Interface with Scrubbed on all U.S. business operations and monthly closings

Support CEO and Sales Director on special projects:

- Hold regular check-ins with CEO
- Work with legal counsel on as-needed basis to resolve company and investor issues
- Coordinate strategic planning and team meetings
- Support on sales operations as needed, including collections

Role: Reports to CEO, significant potential for growth into top leadership. Opportunity to learn from our part-time CFO who has over a decade of experience as a CFO for social ventures.

Location: Berkeley, CA. ~15% of time will be traveling to visit origin operations and work directly with leadership teams in Belize and Guatemala

Compensation: The Finance and Operations Manager of Uncommon Cacao Source + Trade reports directly to the CEO. This position is based in Berkeley, CA, and is an at-will, salaried position. Compensation will be commensurate with experience. Employee is eligible for the company's health insurance plan after 2 months from start date. This role has 20 vacation days and 7 paid sick days. This is a flex-time position, meaning employee can work on whatever schedule is ideal to ensure goals are met.

Requirements:

- 5+ years experience as a Finance and Operations Manager or similar role
- Demonstrated experience managing business operations such as finance, HR, or project management
- A demonstrated entrepreneurial spirit and ability to be flexible / work in uncertain environments

- Demonstrable competency in strategic planning and business development
- Excellent interpersonal and communication skills
- Strong organizational and leadership capabilities
- Demonstrated strong and comprehensive use of Excel
- Ability to take ownership and drive activities / projects to completion
- Experience working with diverse constituents, teams, and colleagues
- Bilingual English - Spanish preferred but not required

To apply:

Contact Emily Stone, emily@uncommoncacao.com with a CV and cover letter explaining why you're interested in the position and think you would be a great fit for the role and our team!