



Second Harvest Northern Lakes Food Bank Job Description

Job Title: Accountant

Job Summary: The Accountant is responsible for the day-to-day management and oversight of the Food Bank's financial transactions including but not limited to accounts payable, receivable, and payroll.

Reports to: Executive Director

Classification: Non-Exempt

Essential Functions:

1. Have working knowledge of all current Feeding America Manuals and information contained on "Hunger Net" as it relates to the Accountant position.
2. Cultivate positive relations with agencies, program participants, Food Bank staff, volunteers, donors and other constituents.
3. Maintain all general ledger accounts and accurately process financial transactions in Ceres 2009 and other applicable software.
4. Manage and accurately process accounts payable, accounts receivable, petty cash and payroll and their associated records and reports for the Food Banks' operation using generally accepted accounting principles (GAAP).
5. Work with the Food Bank's third-party payroll vendor to ensure accurate processing of payroll, employee leave, employee expense, withholding, benefits and other related payroll transactions.
6. Manage aged accounts receivable to ensure timely collection of payment from agencies and/or other constituents. Provide a status report to the Executive Director by the 15th of every month.
7. Manage accounts payable to ensure adequate records for vendors are maintained, 1099s are issued (if applicable) and that all bills are paid in a timely manner.
8. Maintain adequate paper and/or electronic records for all financial transactions.
9. Prepare and complete bank deposits on a timely and regular schedule and in accordance with the Food Bank's budget.
10. Prepare monthly financial statements for the Food Bank's operation.

11. Oversee accurate processing and recording of financial and in-kind donations and work with the Volunteer and Development Coordinator to ensure reconciliation between the Food Bank's donor database and Ceres 2009.
12. Prepare financial reports for grants and/or other fundraising activities.
13. Ensure all postings are completed in a timely manner, reconcile and balance all Food Bank bank accounts and perform the monthly and year-end closing procedures.
14. Assist the Executive Director and the Food Bank's auditing firm with the annual audit and preparation of state and federal filings.
15. Manage the Food Bank's fixed assets in accordance with the Fixed Assets Policies/Procedures (E.g. Capitalization Policy).
16. Work with the Executive Director on the Food Bank's annual budget reporting and preparation.
17. Assist with the Request for Proposal (RFP) process, analysis of expense and fees as it relates to the Food Bank's operation.
18. Serve on the Food Bank's Finance Committee and assist in hosting and supporting its board members.
19. Purchase office supplies ensuring lowest pricing/best quality and maintaining vendor services.
20. Assist the Executive Director in implementing human resource practices and procedures.
21. Other duties as assigned by the Executive Director.

Qualifications Required:

- Bachelor's Degree in accounting or related field or equivalent combination of education and experience
- Knowledge of non-profit finance; interest in hunger issue or related social services
- High level of analytical, data interpretation, and problem-solving skills
- Strong communication and interpersonal skills
- Strong organization skills and an attention to detail
- Ability to manage multiple priorities and deadlines
- Ability to work independently, exercising initiative and sound judgment
- Ability to work as a team with various staff members
- Computer proficiency including experience with Microsoft Office
- Possess and maintain a valid driver's license and reliable transportation (position requires local travel)

Qualifications Preferred:

- Knowledge of, or experience in, the finance/accounting industry
- Knowledge of, or experience in, Donor Quest software

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