POSITION DESCRIPTION

Job Title: Staff Accountant  
Classification: Full-time regular, non-exempt  
Department: Accounting  
Reporting Authorities: Sr. Accountant  
Work Location: Food Bank Services & Family Services campuses  
Schedule: Monday through Friday – 8:00am to 5:00pm  
Eligible for fringe benefits: Yes

Job Summary: The Staff Accountant is responsible for performing all primary accounting functions for grant monitoring and administration; performing general ledger account and bank statement reconciliation; managing accounts payable, invoicing and receivable activities; maintaining and updating cost allocations across all programs for proper job costing; maintaining cash flow summaries; and assisting both the Senior Accountant and Accounting Clerk with a variety of accounting tasks. This position requires a robust understanding of GAAP accounting principles, Uniform Grant Guidance for federal contracts and grant awards, as well as performing functions of A/P, A/R, payroll, budgeting, financial analysis and cash management, internal audits, banking functions, and maintaining a positive and a productive relationship across multiple departments.

Essential Duties and Responsibilities Duties include the following (inclusive of but not limited to):

- Perform daily and monthly banking tasks ensuring control and accuracy at all times.
- A/R – Maintain accurate records of transactions of pending donations.
- A/P – Perform transactions to ensure finances are maintained in a timely and accurate manner.
- Maintains and tracks all grant job costing for proper allocation of temporary restrictions.
- Coordinates and maintains all grant billings, financial reports and documentation; verifies all billings are complete and reconciled to the general ledger; and compiles complex grant expense reports as required by grantors.
- Meets with the Grants Coordinator and department staff to review responsibilities for grant management and reporting; and maintains communication throughout the grant period.
- Maintains resources for compliance training.
- Manage accounts payable and receivable activities for grant subcontractors.
• Monitors and submits all periodic financial documents required by grants and government agencies.
• Perform general ledger account and bank statement reconciliation.
• Assists the Senior Accountant with the month-end closing process, conducting research and making corrections for account discrepancies, journal entries and preparation of financial statements.
• Supports and backs up the Accounting Clerk as needed; including during absences and all payroll processing functions.
• Assists the Senior Accountant with annual budgeting and the year-end financial close and audit process.
• Financial analysis and various ad-hoc reports.
• Ensure timeliness of work and accounting functions. Record, classify, and summarize financial transactions and events in accordance with generally accepted accounting principles.
• Maintain files on cash receipts, bank deposits and outgoing checks as well as, back-up documentation. Reconcile all bank, credit card, loan accounts and database accounts.
• Ability to meet regular attendance/tardiness policy
• Work off-site during fundraising events and community resource events
• Occasional Nights, weekends and holidays as required
• Other duties as assigned

Qualifications:
• Mandatory
  o Bachelor’s degree in accounting or finance
  o Minimum of 5 years’ experience in accounting required
  o Non-Profit and/or Cost Accounting experience
  o Intermediate to advanced knowledge of QuickBooks, Excel, Word and Outlook
  o Professional written, speaking and presentation skills
  o Excellent interpersonal, problem-solving and organization skills
  o Must possess a high level of accuracy and detail oriented
  o Work efficiently with minimal supervision
  o Valid California driver’s license and insurance
  o Professional demeanor, flexible, and able to respond to multiple demands
  o Must be able to pass fingerprint/background screenings
  o Passion for SFBFS’ mission
• Preferred
  o Prior experience with grant monitoring, administration, tracking/funding

Working Conditions
• Physical Demands
  o Ability to communicate orally with management, coworkers, clients and volunteers
• Regular use of the telephone and email for communication is essential
• Hearing and vision within normal ranges is helpful for normal conversations, to receive ordinary information and to prepare or inspect documents
• No heavy lifting is expected. Exertion of up to 50 lbs. of force occasionally may be required.
• Good manual dexterity for the use of common office equipment such as computer terminals, calculator, copiers, and FAX machines
• Activities include extended periods of sitting; bending at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files
• Extensive work with computers and communication devices
  • Environment
    • Work will be performed in a typical interior/office work environment, with exposure to warehouse environment (Family Services campus with occasional travel to Food Bank Services campus)
    • Warehouse exposures may include:
      ▪ Forklifts and pallet jacks
      ▪ Loading trucks
      ▪ Walk-in refrigerators and freezers
    • The noise level in the work environment is typical of most office environment/settings
    • Occasional off-site work during special events

Supervisory Responsibility:
  • None

Employee:                                      Supervisor:

Staff Accountant
(Employee Name)                                  Brian Devine
                                                    Sr. Accountant

Signature                                       Date

Date
Approved:

Jeremiah Rhine
Senior VP of Business Operations & Finance

Date

Blake Young
President/CEO

Date