



Grants Accountant

Are you looking to work for a great team and for a great cause? Do you have experience with accounting and grants management? If so, the Alameda County Community Food Bank may be looking for *you* as our next Grants Accountant. This position is seeking applicants who can perform the work of an accounting generalist and one who can also manage grants and accounts receivable. The Grants Accountant is responsible for maintaining the financial and recordkeeping of grants and compiles financial and non-financial data for the preparation of internal reports, compliance records, and grant billings. He/She is also responsible for the fiscal maintenance of 200+ member agency accounts and accounting for food inventory. This position will work both independently and as part of the Finance team, with outside vendors, subcontractors, public agencies, and internal staff from various departments in order to complete his/her responsibilities. The Grants Accountant will perform work to ensure that the organization is in full compliance with ACCFB policies, generally accepted accounting principles, applicable funding source guidelines, and internal control guidelines. Success in this role will rely heavily on a strong knowledge of financial & fund accounting, understanding of federal cost principles and administrative requirements for non-profits.

Alameda County Community Food Bank is a well-established and multi-faceted organization, which has been at the forefront of hunger relief efforts for 35 years. As one of the most efficient, direct-impact organizations in the country, few nonprofits are as well-respected — or have a bigger impact on the community — as us. We are a dedicated group of mission-driven people who serve 1 in 5 county residents and will provide enough food for 30 million meals this year. We have received Charity Navigator's top rating for 12 consecutive years, ranking us among the top one percent of charities nationwide.

With our new strategic plan, we are setting a bold trajectory for the long-term work required to dismantle the systems that perpetuate poverty, including racism. Our staff regularly engage in conversations about race, class, power and privilege as part of our organizational commitment to equity, diversity and inclusion. Please learn more about our efforts at www.accfb.org.

Essential Functions/Responsibilities

- Monitor, release and track government and private grant spending for proper allocation of expenses.
- Review contracts and ensure billing invoices are prepared and submitted in accordance to contract regulations and Food Bank policies.
- Work closely with Finance Team as well as effective communication with program directors, development staff, agency partners, external auditors, and government agency representatives regarding grants.
- Manage 200+ member agencies with their accounts receivable and financial inquiries.
- Prepare journal entries and reconciliation of government and private funding including food inventory.
- Prepare documentation and assist with audits and desk reviews.

Required Competencies

- Five years' progressive experience in fund and grant accounting, reporting and compliance.
- Proficient user of Microsoft Office applications including Word, Excel, and PowerPoint.
- Strong knowledge of accounting principles (GAAP) and Federal OMB CFR-200 requirements.
- Demonstrated experience evaluating internal controls.
- Experience with inventory and accounting software.
- Detail oriented individual with the ability to analyze numbers and conduct research.
- Good written and verbal communication skills.
- Superior customer services skills in person and on the phone
- Excellent organizational skills to ensure maintenance of documentation and filing systems.
- Ability to maintain confidentiality of Food Bank data.
- Valid California driver's license with insurable driving record.
- Ability to develop and maintain collaborative and professional relationships.

Preferred Qualifications

- Experience working with database software, Microsoft Dynamics Nav-Ceres, Blackbaud, and SAP Concur.
- Experience in a nonprofit environment with a variety of stakeholders and with values deeply rooted in community

PERSONAL ATTRIBUTES AND VALUES

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, innovation and diversity.
- Impeccable integrity and honesty.
- Strong work ethic with an orientation toward constant innovation and process improvement.
- Service orientation and the ability to work both independently and in a collaborative setting with people of diverse backgrounds and circumstances.

PHYSICAL REQUIREMENTS

This work is located in an office environment. Physical activities necessary in the performance of this job: sitting for prolonged periods, mobility to move throughout the food bank in performance of duties. Ability to communicate in clear speaking voice in person and over the phone. Ability to interpret instructions, questions when asked. Ability to use a computer.

BENEFITS AND COMPENSATION

This is a full-time, non-exempt position working Monday through Friday, 8:30 a.m. to 5:00 p.m. (one-hour unpaid lunch, a 37.5 hour work week). The non-negotiable starting hourly wage is \$30.55 per hour (approximately \$59,573 per year). We offer an outstanding benefit package including:

- Medical (100% coverage for employees, 93% coverage for dependents)
- Dental (100% for employees and their dependents)
- Vision (optional)
- Flexible Spending Accounts (optional)
- Commuter Benefit Account (optional)
- Employer-paid supplemental life, ADD & LTD insurance — with ability to buy-up for increased coverage.
- 403(b) plan available on the first day, with employer match after 1 year of service.
- Employee Assistance Program (100% coverage for employee and dependents)
- Generous vacation, sick and holiday leave accruals

If you meet these qualifications and want to join our mission, please send your *resume and cover letter* through our Careers page located at <https://www.accfb.org/about-us/careers/>

Alameda County Community Food Bank honors our differences and is committed to creating a workplace that celebrates and reflects the diversity of our Community. Applicants who contribute to this diversity are strongly encouraged to apply. ACCFB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ACCFB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the ACCFB has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.