



## Grants Accountant

**Are you looking to work for a great team *and* for a great cause? Do you have experience with nonprofit finance and grants compliance?** If so, the Alameda County Community Food Bank may be looking for *you* as our next Grants Accountant. We are seeking an established nonprofit accounting generalist to manage our grant compliance and accounts receivable functions. The Grants Accountant is responsible for grant-related financial recordkeeping and compiling data for the preparation of internal reports, compliance records, and grant billings for both government and private grants. In addition to grants tracking, this position is also responsible for the fiscal maintenance of 200+ member agency accounts and the accounting of ACCFB's food inventory. 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 and fund accounting, understanding of federal cost principles and administrative requirements for non-profits. This position requires the ability to work independently, but also requires a lot of collaboration with other members of the finance team and stakeholders across various internal departments, as well as a wide variety of outside vendors, and public agencies.

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](http://www.accfb.org).

### KNOWLEDGE, SKILLS AND ABILITIES

#### Required Competencies

- Five years of progressive experience in fund and grant accounting, reporting and compliance.
- Advanced knowledge of GAAP including accrual and inventory accounting, depreciation, revenue and expense matching.
- Working knowledge of cost accounting and nonprofit accounting including revenue recognition, donor restrictions and grants.
- Demonstrated experience developing standard operating procedures evaluating internal controls.
- Strong computer skills, including advanced proficiency in MS Office Suite (Outlook, Word, Excel) required.
- Experience with inventory and accounting software, including the ability to perform queries, compile data and generate reports.
- Experience effectively managing multiple projects with competing deadlines in a fast-paced environment.
- Strong attention to detail and experience keeping accurate records on complex programs.
- Excellent customer service skills; ability to develop and maintain collaborative and professional relationships with individuals from a variety of socioeconomic backgrounds in a culturally diverse environment.
- Excellent written and verbal communications skills; able to communicate expectations, establish priorities, work collaboratively, and ensure accountability.
- Ability to clearly communicate financial data and accounting principles to non-financial staff.
- Valid California driver's license with insurable driving record. (Personal vehicle not required.)

## Preferred Qualifications

- Experience managing restricted grant funds and Federal OMB CFR-200 compliance.
- Experience working with ERP systems including Microsoft Dynamics Nav-Ceres, Blackbaud, and SAP Concur.
- Experience in a nonprofit environment with a variety of stakeholders and deeply rooted community values.

## **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
- Excellent judgment and ability to process and handle confidential information with discretion
- Strong work ethic with an orientation toward innovation and process improvement.

## **PHYSICAL REQUIREMENTS**

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

## **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 \$26.95 per hour (approximately \$52,550 per year). We offer an outstanding benefit package including:

- Medical: ACCFB pays 100% for employees and 93% for dependents for our Kaiser HMO. Buy-up options to Blue Shield HMO or PPO plans are available.
- Dental: 100% employer-paid for employees and their dependents.
- Vision: Paid by employees.
- Paid time off starting at: 10 vacation days, 12 sick days, 11 holidays, and four paid early closures annually.
- Pre-tax Flexible Spending and Commuter Accounts.
- Employer-paid life, AD&D & LTD insurance, as well as buy-up options for increased coverage.
- 403(b) plan available on the first day with employer match after one year. Fully vested at three years.
- Employee Assistance Program for employees and dependents.
- Free ongoing 1:1 financial coaching and access to an interest, service fee and credit requirement-free short-term loan program after six-months on staff.

If you meet these qualifications and want to join our mission, please send your resume and answer the application questions on 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.