



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

Working Conditions

- Physical Demands
 - 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