



Accountant, Grants & Contracts

- **Do you believe accounting isn't only about "the numbers"?**
- Do you have experience with general accounting and grants management?
- Are you ready to join a phenomenal finance team working together for a great cause?
- Do you want to apply your passion for accounting and grants management to helping one of the Bay Area's top non-profits — and a nationally recognized leader in hunger relief — achieve its mission?

If you said, "That's me!", then the Alameda County Community Food Bank may be looking for **you** as our next **Grants & Contracts 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 & Contracts 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. They will work both independently and as part of the Finance team, with outside vendors, subcontractors, public agencies, and internal staff from various departments to complete their responsibilities. Working to ensure that the organization is in full compliance with ACCFB policies, generally accepted accounting principles, applicable funding source guidelines, and internal control guidelines will be a regular responsibility to this position. Success as the Grants & Contracts Accountant 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. But that barely scratches the surface of all our work. We're changing lives ... we're forward thinkers who encourage innovation ... we're proud of our work ... and we're having fun doing it!

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

- Manage documentation of all government and donor-restricted contract files (e.g. MOUs, correspondence, modifications, and data deliverables) and ensure all required fiscal reports and invoices are prepared and submitted in accordance with contract regulations and Food Bank policies.
- Prepare monthly receivable schedules to ensure and verify general ledger detail accurately reflects program activity for government and donor-restricted funding and contract billing.
- Prepare monthly revenue recognition and release-from-restriction journal entries for Finance and Budget Manager review.
- Ensure monetary receipts and payments are reviewed for accuracy and posted and batches reconciled to Salesforce.
- Creating a grant process which includes working with other teams to create workflows and provides finance administration for the grants process throughout all stages including receiving, assessing, tracking, payment/check requests, documenting all inquiries and/or proposals; assuring that submitted documentation meets all legal requirements; and maintaining accurate and timely records.

- Conduct regular budget meetings with finance, development, and program staff to review grant budgets and ensure revenue and expenditures are on track.
- Ensure expenditures adherence to grant compliance and interpretation of OMB Circulars and all applicable local, state, and federal regulations, policies, and procedures.
- Prepare the Schedule of Federal Expenditures for the A-133 audit and support the Food Bank's annual fiscal audit and other federal agency reviews.
- Maintain accuracy of Food Bank cost center allocations such as full-time equivalency (FTE%), square-footage, and poundage.
- Support the Finance Manager with the annual budgeting process.
- Perform all other duties, special projects, and research as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Required Competencies

- 3+ years' of progressive experience in fund and grant accounting, reporting and compliance.
- Strong knowledge of accounting principles (GAAP) and Federal OMB CFR-200 requirements.
- Demonstrated experience evaluating internal controls.
- Critical thinker with highly developed planning, analytical, creative resolution and research skills.
- Ability to quickly learn and achieve fluency with numerous finance related systems and processes.
- Must have excellent organization, time-management, and task-management skills; able to manage competing priorities and remain agile in a constantly changing, deadline-driven environment.
- Ability to handle confidential information with great sensitivity.
- Strong interpersonal communication skills: effective listener, writes clearly and informatively, seeks clarification by asking questions, knows when to say "I don't know" or ask for help.
- Ability to establish credibility, trust, and partnership at all levels of an organization.
- Impeccable attention to detail; able to maintain precision in work product despite constant interruptions.
- Advanced computer skills including MS Word, Excel, Outlook and PowerPoint.
- Valid California driver's license with insurable driving record. (Personal vehicle not required.)

Preferred Qualifications

- Experience working with database software, Microsoft Dynamics Nav-Ceres, Salesforce, and SAP Concur.
- Experience in a nonprofit environment with a variety of stakeholders and deeply rooted community values.
- Understanding of (or interest in learning about) the role finance policy and procedures can play in creating just and equitable organizations and dismantling institutional frameworks rooted in white supremacy.

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.
- Demonstrates humility, integrity, and honesty; inspires the trust of others.
- Contributes to building a positive team environment; gives and welcomes feedback; shows desire to learn and grow, both personally and professionally through this work.
- Highly motivated self-starter and a quick learner; strong work ethic with an orientation toward 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.
- Sense of humor deftly combined with a roll-up-your-sleeves, can-do attitude!

PHYSICAL REQUIREMENTS

This work is located in an office environment. Physical activities necessary in the performance of this job: Ability to sit at a computer workstation for up to five hours at a time; ability to move throughout the 118,000 sq ft. Food Bank facility in performance of duties; ability to communicate in clear speaking voice in person, before groups, and over the phone; ability to operate computer equipment.

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). During the first 30 days (1 month) of onboarding, this position will work every day onsite at our 7900 Edgewater facility and will have a minimum of 2 days onsite moving forward. The non-negotiable starting hourly wage is \$35.58 per hour (approximately \$69,000 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 answer the application questions through our Careers page located at accfb.org/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.

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