



Second Harvest Food Bank Santa Cruz County
Junior Accountant
Annualized Salary \$66,119-\$71,996 DOE
Non-Exempt

About Us:

Come join Second Harvest Food Bank of Santa Cruz County! We are the first food bank in the State of California, and the second in the nation. We pride ourselves in providing 10 million pounds of food annually to over 65,000 people per month through our network of 150-member agencies and programs. We believe that a thriving community is one where everyone has access to nutritious food to support their health and wellbeing. Our team is dedicated to inspiring and supporting our community to provide nourishment for all community members.

Second Harvest seeks to attract and retain a diverse workforce that brings a broad range of perspectives and experiences to our work. We value lived experience alongside learned experience and we encourage you to apply, even if you don't believe you meet every one of our qualifications. We welcome applications from all qualified individuals, including applicants with a criminal history.

About the Position: the Junior Accountant prepares and reconciles the day-to-day financial data for the Food Bank and has primary responsibility for maintaining accurate financial records by processing transactions, reconciling accounts, and supporting financial reporting.

REPORTS TO: Chief Financial Officer (CFO)

SUPERVISES: N/A

JOB SUMMARY

Daily Accounting and Bookkeeping (60%)

- Prepare reconciliations of bank and GL accounts, including month and year end journal entries.
- Record journal entries and maintain general ledger
- Perform monthly, quarterly, and annual reconciliations
- Review and post AP/AR, payroll entries, and expense allocations
- Ensure successful completion of weekly Accounts Payable processing, including regular review of data entry and processing weekly and monthly ACH payments.
- Prepare balance sheet reconciliations, journal entries and financial processes to ensure accuracy and compliance with US GAAP and internal control requirements.
- Assist with month-end and year-end close
- Prepare basic financial reports and schedules
- Support audits by providing documentation

- Ensure compliance with internal policies and procedures
- Interact with multiple software applications to transfer data into the accounting system.
- Post Cash Receipts Logs. Ensure transactions are posted to the general ledger correctly.
- Reconcile cash deposits to the bank.
- Periodic review of regular and supplemental payroll processing.
- Reconcile bank and credit card accounts monthly.
- *Cross-train and act as Primary Backup for the Accounts Payable & Payroll Specialist.*

Invoicing and Billables (40%)

- Prepare monthly and quarterly invoices for specific contracts and grants.
- Respond to Partners' inquiries regarding invoice details and making adjustments as necessary.
- Maintain billing and invoicing digital and paper files.
- Monitor program expenditures versus budgets and reporting potential issues in a timely manner,
- Allocate costs across different funding sources and expense categories
- Prepare payroll and benefits summaries, and all supporting documentation into a final invoice package to be submitted to funders
- Manage the collections of Agency payments, work with Agency Relations to resolve any billing issues or discrepancies.
- Reconcile accounts/grants receivable subsidiary ledgers.
- Maintain a grants tracking worksheet to track all grants for billing and reporting in conjunction with grant requirements and with coordination with the Senior Grants & Contracts Director.
- Work closely with Development and Programs departments to monitor grant budgets.

QUALIFICATIONS:

Education, Training & Experience: Bachelor's degree in Accounting or related field, 3-4 years of accounting experience, or a combination of education and experience.

Knowledge, Skills & Abilities

- Strong understanding of GAAP with strong hands-on technical accounting skills.
- Experience in documentation of accounting processes and best practices
- Advanced Excel skills (VLOOKUP and Pivot Tables), including the ability to design and utilize effective spreadsheets.
- Competency in accounting software systems and tools; Microsoft Dynamics experience preferred but not required.
- Attention to detail and accuracy.
- Ability to multi-task projects and reprioritize as necessary
- Ability to communicate effectively and respectfully with people from different racial, ethnic, and cultural groups and from diverse backgrounds and lifestyles.
- General knowledge of law, regulation, and contractual requirements of governing non-profit functions and operations.

Additional Requirements

- It is the responsibility of all SHFB personnel to participate in our Food Safety/Food Defense programs.

- Demonstrate ethical business practices, in conformance with all state and federal laws and regulations.
- Commitment to serving vulnerable populations and ending hunger in Santa Cruz County
- Demonstrate full adherence to the Code of Conduct and all policies/procedures related to compliance.
- Adherence to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing, and documentation standards.
- Ability to meet the following physical requirements with or without reasonable accommodation:
 - Able to hear conversations on the phone and in-person. The person in this position frequently communicates with external vendors; must be able to exchange accurate information in these situations.
 - Must be able to sit at a desk for long periods of time to perform certain job functions.
 - Be able to read, write, and interpret written reports, documents and manuals.
 - Able to safely lift or carry items weighing up to 15 pounds.
 - Bi-manual dexterity and able to use a computer keyboard.
 - Able to sit or stand at a desk throughout the day.
 - Use hands to manipulate, handle, feel, and control items or equipment, including desktop computer and filing cabinets.
- Given the front-line nature of our work, there will be instances where staff are required to work a flexible schedule in order to respond to community needs. Advanced notice will be provided.
- In instances of a federal, state or locally declared emergency, Second Harvest is considered an essential service and emergency responder; all its employees may be called in to perform regular or emergent duties.

Job Details: Job Details: This is a full-time, regular, non-exempt position with an hourly rate of \$31.79 - \$34.61, depending on education and experience. Hours are most commonly Monday-Friday from 8:00 AM - 5:00 PM, however, occasional weekend and evening work may be required.

Benefits: We offer competitive salaries and benefits and a rewarding work environment.

PAID TIME OFF: new hires accrue three weeks of vacation time in their first year of service, in addition to paid 10 company holidays, and 12 sick days, per year.

HEALTH AND WELLNESS:

- ✓ 4 Gold-rated medical plans: employer covered at 90%-80% depending on the plan.
- ✓ 100% employer-paid benefits for employee Vision, Dental, Life, Long-Term Disability, Accidental Death & Dismemberment and Employee Assistance Program
- ✓ Employer subsidized vision and dental insurance for dependents.
- ✓ AFLAC supplemental plans
- ✓ Health Care and Dependent Care Flexible Spending Accounts
- ✓ Supplemental coverage on Life and AD&D plans.
- ✓ Pet Insurance

FINANCIAL BENEFITS

- ✓ 403(b) Retirement Plan with generous employer contribution.
- ✓ Tuition reimbursement program

To Apply: Please submit cover letter and resume via www.thefoodbank.org/careers. This position is open until filled.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Second Harvest is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

Second Harvest will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if Second Harvest is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.