Second Harvest Food Bank Santa Cruz County
Finance Manager
$74,822-$81,472
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 70,000 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 Finance Manager is responsible for managing the organization's day-to-day accounting operations, maintaining accurate financial records, preparing financial reports, and supporting effective financial management across the organization. This position oversees general ledger activities, account reconciliations, monthly and year-end accounting activities, accounts payable and receivable, payroll accounting, and financial administration related to grants and contracts.

The Finance Manager also supports organizational budgeting and forecasting, monitors financial performance, prepares financial analysis, and helps maintain effective accounting procedures and internal controls. Working closely with the Controller and department leaders, this position provides timely and reliable financial information to support operational decisions, responsible resource allocation, and compliance with applicable accounting standards and funding requirements.

The successful candidate will bring strong technical accounting skills, sound judgment, attention to detail, and the ability to manage multiple financial responsibilities independently while collaborating effectively across departments.

REPORTS TO: Controller
SUPERVISES: N/A

JOB SUMMARY:

Accounting Operations and Financial Close

- Manage day-to-day accounting activities and maintain accurate, complete, and timely financial records in accordance with U.S. Generally Accepted Accounting Principles (GAAP).
- Maintain the general ledger, prepare journal entries, and ensure transactions are appropriately recorded and supported by documentation.
- Prepare and reconcile balance sheet accounts, including bank accounts, credit cards, cash, accounts receivable, accounts payable, payroll-related accounts, and other general ledger accounts.
- Complete monthly, quarterly, and year-end accounting activities in accordance with established reporting deadlines.
- Prepare monthly and year-end journal entries, account reconciliations, and supporting schedules.
- Prepare monthly financial statements and supporting reports for review by the Controller.
- Review accounting transactions, expense allocations, and account coding for accuracy and consistency.
- Review payroll accounting entries, employee reimbursements, and related expense allocations.
- Reconcile cash deposits to bank activity, maintain cash receipt records, and ensure transactions are accurately recorded in the general ledger.
- Oversee weekly accounts payable processing, including invoice accuracy, appropriate approvals, payment scheduling, and timely processing of ACH payments.
- Review and reconcile financial information transferred between operational software applications and the accounting system.
- Investigate discrepancies, resolve accounting issues, and document corrective actions.
- Maintain fixed asset records and depreciation schedules, as assigned.
- Cross-train and serve as the primary backup for the Accounts Payable & Payroll Specialist, as needed.

Financial Reporting and Budget Monitoring

- Prepare monthly financial statements, management reports, and supporting schedules for Controller review.
- Analyze actual financial results against budgets, forecasts, and prior periods.
- Monitor departmental expenditures and identify significant variances, spending trends, and potential budget concerns.
- Communicate financial findings and potential issues to the Controller and appropriate department leaders.
- Prepare financial reports and analyses to support operational planning and management decision-making.
- Assist department managers in interpreting financial information and understanding their budget performance.
- Maintain budget-to-actual reporting and support periodic forecasting and budget revisions.
- Compile financial information and respond to ad hoc reporting requests from the Controller and organizational leadership.

<u>Grant Billing, Contracts, and Receivables</u>

- Prepare monthly and quarterly invoices for designated grants, contracts, and program activities.
- Compile payroll, benefits, expense allocations, and supporting documentation required for complete funder invoice packages.
- Review invoices for accuracy, completeness, appropriate cost allocation, and compliance with applicable funding requirements.
- Monitor agency receivables and coordinate with Agency Relations to resolve billing discrepancies and outstanding payments.
- Reconcile accounts receivable and grant-related subsidiary ledgers to the general ledger.
- Maintain accurate billing records and supporting documentation in accordance with organizational recordkeeping requirements.
- Maintain grant tracking information covering billing schedules, expenditures, reporting deadlines, and other financial requirements in coordination with the Senior Grants & Contracts Director.
- Work with Development, Programs, and other departments to monitor grant budgets and funding utilization.
- Ensure revenues and expenses are appropriately classified and tracked according to applicable grant restrictions, contract terms, and accounting policies.
- Prepare financial information and supporting schedules for reports submitted to government agencies, foundations, and other funding partners.
- Identify and communicate potential billing, funding, or budget compliance issues in a timely manner.

<u>Budgeting and Financial Coordination</u>

- Coordinate the collection of departmental budget information in partnership with the Controller and department leaders.

- Assist departments in preparing budget submissions and documenting budget assumptions.
- Support the annual organizational budgeting process and periodic financial forecasting.
- Monitor departmental spending against approved budgets and identify potential funding or expenditure concerns.
- Provide department managers with timely financial information to support budget management and resource allocation.
- Coordinate with the Controller and other departments to obtain information needed for financial planning and reporting.
- Assist with financial analyses related to operational initiatives, proposed expenditures, and cost-management opportunities.

Accounting Procedures, Internal Controls, and Audit Support

- Follow established financial policies, accounting procedures, and internal controls to maintain accurate and reliable financial records.
- Maintain appropriate transaction documentation, account reconciliations, and supporting schedules within assigned responsibilities.
- Identify accounting discrepancies, documentation gaps, and potential control concerns and communicate them to the Controller.
- Assist with annual financial statement audits and Single Audits, as applicable, by preparing reconciliations, schedules, supporting documentation, and responses to auditor requests.
- Compile financial information and documentation needed for tax filings, regulatory reports, and other financial compliance requirements.
- Maintain organized accounting records and audit documentation in accordance with organizational retention requirements.
- Recommend improvements to accounting procedures, reporting processes, and financial workflows.
- Assist with implementing approved process improvements and accounting system enhancements.
- Support compliance with applicable accounting standards, funding requirements, and organizational policies.

Cross-Departmental Collaboration and Operational Support

- Serve as a financial resource to department managers and staff regarding budgets, expenditures, billing, and established financial procedures.
- Work with Programs, Development, Operations, Agency Relations, and administrative teams to support accurate financial reporting and effective resource management.
- Provide guidance and training to staff regarding budgeting, purchasing, expense documentation, and other financial practices.
- Coordinate with finance personnel to ensure timely completion of assigned accounting activities and continuity of financial operations.

- Contribute to accounting system improvements, financial reporting initiatives, automation projects, and other organizational priorities.
- Identify opportunities to streamline financial workflows, reduce administrative effort, and improve the accuracy and efficiency of financial processes.

QUALIFICATIONS:

Education and Experience:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field required. CPA, CMA, or other relevant professional certification preferred.
- At least five years of progressively responsible accounting or financial management experience required. Experience working in a nonprofit organization preferred.
- Experience preparing financial statements, journal entries, and supporting schedules required. Experience with nonprofit fund accounting, restricted funds, grants, or government contracts preferred.
- Experience with budgeting, budget-to-actual reporting, and financial analysis required. Experience with grant billing, cost allocations, and funder financial reporting preferred.
- Experience using accounting software and financial reporting systems required. Experience with accounting system improvements and process automation preferred.
- Experience supporting annual financial statement audits and Single Audits preferred.
- Experience with accounts payable, accounts receivable, payroll accounting, and cash management preferred.

Knowledge/Skills/Ability:

- Strong knowledge of U.S. GAAP, general ledger accounting, account reconciliations, and financial reporting.
- Demonstrated experience with monthly and year-end accounting close activities.
- Advanced proficiency in Microsoft Excel or comparable spreadsheet software.
- Strong analytical, organizational, and problem-solving skills.
- Ability to work independently, manage competing priorities, and meet established deadlines.
- Ability to investigate and resolve accounting discrepancies and communicate financial information clearly to finance and non-finance audiences.
- Demonstrated discretion, professionalism, and ability to maintain confidential financial and employee information.

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 participants who have inquiries about their cases; must be able to exchange accurate information in these situations.
    - Must be able to sit at a desk or in a vehicle 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 20 pounds.
    - Bi-manual dexterity and able to use a computer keyboard.
    - Frequent standing and sitting throughout the day.
    - Frequently works in outdoor weather conditions.
    - Use hands to manipulate, handle, feel, and control items or equipment, including laptop computer and motor vehicle.
    - Climb up or down stairs.
    - The person in this position needs to frequently walk to various outreach site locations.
- 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.

STANDARD WORK SCHEDULE: Monday - Friday
WORKSITE: 800 Ohlone Parkway, Watsonville, Ca 95076
WORK FROM HOME: Not Eligible

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:

- ✓ We offer a choice of 7 medical plans across Silver, Gold, and Platinum coverage levels. The Food Bank contributes an amount equal to 90% of the employee premium and 80% of the dependent premium for the Kaiser Gold-level base plan, which can be applied toward the plan of your choice.
- ✓ 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 (FSA)
- ✓ Supplemental coverage on Life and AD&D plans
- ✓ Pet Insurance

FINANCIAL BENEFITS

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

Job Details: This is a full-time, regular, exempt position with a starting salary of $74,822 - $81,472, DOE.

To Apply: Please submit your resume and cover letter at https://www.thefoodbank.org/careers. 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.