



RIVER BEND FOODBANK

Job Title: Accountant
Status: Full Time, Salaried Exempt
Department: Administration
Reports to: Chief Financial Officer
Date: April 1, 2020

SUMMARY

Primary responsibilities include the support of the Finance and Human Resource functions, performing accounting, accounts receivable/payable, payroll processing, financial reporting and employee processing and recordkeeping. This position also ensures the smooth operation of the front office and assists the CFO, as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following. Other duties may be assigned.

Performs Account Receivables, preparing daily cash deposits, processing Remote Deposit Capture, reconciling checks against open invoices and the correct agency account, and posting payments in Primarius in a timely manner. Takes cash deposits to the bank, as required.

Performs Accounts Payables, reviewing vendor invoices for discrepancies, entering into the system, printing checks, preparing for signature by CEO and ensuring check mailing.

Processes donor remittance slips, records required information and submits to Development Department for tracking and thank you letters.

Processes bi-weekly payroll, reviewing timesheets and following up with supervisors on discrepancies, exporting information into the proper report format and transmitting reports to payroll vendor for processing.

Maintains employee benefits programs, including health insurance, 403b and SEP, annual open enrollment opportunities and terminations.

Produces financial reports on a monthly, quarterly and annual basis, ensuring accuracy of the organization's financial results and compliance with GAAP.

Reviews and reconciles expense reports and credit card purchases.

Ensures all long-term Grants and Promises to Give have been considered for possible discounting.

Records all revenue and receivables from grant documentation/federal funds rather than recording on the cash basis as received.

Tracks inventory cut-off of receipts and distributions monthly.

Prepares all account reconciliations, analyses and documentation requested by the auditors, to be reviewed by the CFO.

Assists in the annual functions of operating and capital budget preparation, year-end audit process, preparing PBC schedules for the annual audit and for the preparation of the 990, the preparation of the NAR report and quarterly functions such as the QPR report.

Prepares Monthly State of Illinois and State of Iowa financial reporting, IL and IA TEFAP reports, monthly SNAP reports to be submitted to Feeding Illinois.

Maintains applicant and employee hard copy files in a secure location with access limited to authorized personnel only, applying best practices to ensure confidentiality and secure destruction of documents.

Maintains employee electronic data in Attendance on Demand (AOD), ensuring data integrity and up-to-date information for accurate payroll processing and benefits.

Works with Human Resources to coordinate various pre-employment processes and onboarding of new employees.

This position is also responsible for front desk coverage, provided personally when at their workstation and coordinating with the Volunteer Manager to ensure coverage during absences, conflicts, or breaks.

Responsible for ensuring the performance of and facilitating the transition of the following administrative duties:

- Serving as the primary contact for outside vendors of administrative and office-related products and services, including IT, reviewing all vendor contracts, and making recommendations to improve cost-effectiveness.
- Ordering of office supplies and inventory, ensuring reasonable prices and effective use of resources.
- Contracting the ordering and distribution of logo apparel.
- Transitioning oversight of passenger vehicle maintenance records to Operations.
- Mail distribution.

Cultivates positive relations with agencies, program participants, Foodbank staff, volunteers, donors and other members of the public.

QUALIFICATIONS

- Bachelor's Degree in Accounting or Finance, plus 2-5 years in accounting, or equivalent combination of education and experience.
- Proficiency in Microsoft Office, including Outlook, Word, and particularly Excel.
- Proficiency in accounting software and the ability to quickly learn new systems, including Primarius and Attendance on Demand.
- Strong organizational skills with the ability to effectively multi-task.
- Ability to prioritize tasks and meet deadlines.
- Detail oriented.
- Excellent communication and interpersonal skills.
- Ability to work well independently in a team environment.
- Accurate typing and data entry skills.
- Willingness to support the mission of the organization and to help end hunger in our area.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to feel, and speak and hear. The employee frequently is required to stand or sit, walk, and reach with hands and arms. The employee is occasionally required to bend, stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds.

Specific vision abilities required by this job include the ability to regularly read from a computer or electronic device, and to occasionally operate a motor vehicle on work-related errands.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions during work-related travel. The noise level in the work environment is usually moderate.

EMPLOYEE ACKNOWLEDGMENT

I have read this job description and fully understand the information. I accept the requirements of the position and will perform all duties and responsibilities to the best of my ability.

I understand that this Job Description does not create a contract of employment and the River Bend Foodbank can modify any or all of the terms and conditions listed in this Job Description at any time. I acknowledge that my employment is at-will and that my employment can be terminated at any time, with or without notice and for any lawful reason or no reason. No employee of the River Bend Foodbank has the authority to alter the at-will status of my employment except as expressly authorized by the CEO.

Employee Signature

Date