

JOB IDENTIFICATION

Title: Staff Accountant
Reports To: CFO
Prepared By: Mike Eline

Payroll Type: Salary
Work Status: Full Time
Prepared Date: 8/18/20

JOB SUMMARY

This position encompasses a wide range of accounting duties. Familiar with full cycle accounting and understands all the processes and documents necessary to produce and review financial statements for a reporting period. Responsible for maintaining financial records, managing the payroll process and assisting with audits and budgeting processes. Assist COO\CFO as needed to respond to information requests by the staff, Board of Directors and committees.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Conducting month-end and year-end closures including preparing journal entries, analyses, and account reconciliations with strong attention to detail
- Preparing and review internal financial statements
- Managing the payroll process
- Managing process for tracking food donations and distributions
- Tracking fixed assets
- Reviewing reconciled bank and credit card statements and resolving issues
- Contributing to the development and review of annual operating budget
- Maintaining financial reports, records, and general ledger accounts
- Working with Development team to ensure consistent reporting of revenue
- Responding to information requests
- Preparing documents for audits
- Preparing documents for 990 preparation
- Ensuring compliance with GAAP
- Assisting the Bookkeeper resolve accounting issues
- Assisting the COO\CFO as needed
- Providing assistance in other areas as requested and when time permits

Acknowledged by:

Employee Initials: _____ Review Date: _____
Supervisor Initials: _____ Review Date: _____

CORE COMPETENCIES

To perform the job successfully, an individual should demonstrate the following Second Helpings core competencies.

Service & Respect

Recognizes the diverse strengths, abilities, experiences and perspectives that our staff and volunteers bring to their teams and seek to create an environment that is welcoming and inclusive for all. Treats others with respect. Makes effort to listen to and understand internal/external customers; anticipates their needs and gives top priority to their satisfaction. Resolves conflicts appropriately by working with the people who have responsibility for the person or area being impacted.

Transparency & Teamwork

Communicates openly with all of our stakeholders and throughout the organization. Effectively conveys and receives ideas, information, and/or instructions with respect to others. Actively listens. Participates in meetings. Brings issues to appropriate person. Fosters collaboration among staff members; puts success of Second Helpings above own interests.

Innovation

Raises the bar for individual and group performance. Originates action rather than just responding to the action of others. Recognizes and facilitates new concepts/ideas to improve existing processes.

Waste is Wrong

Whether it is food, money or people, we strive to put all resources to their best use and potential. Anticipates and identifies issues; gathers facts and analyzes causes; evaluates alternative solutions; discusses problem with person(s) who have responsibility for the person or area impacted, takes or recommends actions as appropriate; follows up to ensure issue is resolved.

Reliability:

Keeps absenteeism and tardiness to a minimum; ensures work responsibilities are covered when absent; manages time effectively so as to meet schedules.

Safety

Knowledgeable and aware of all organization's safety policies and procedures; puts them into practice. Knowledgeable and aware of safe food handling practices and procedures.

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JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in accounting or finance required.
- 3+ years of accounting experience.
- Working knowledge of GAAP.
- Proficient with Microsoft Office Suite particularly with Excel
- Proficient with QuickBooks a Plus
- Proficient with Salesforce a Plus

KNOWLEDGE, SKILLS, ABILITIES

- Must be highly dependable and responsible.
- Must have the ability to communicate well both verbal and written.
- Must have excellent organizational skills and keep neat, accurate records.
- Must have ability to handle multiple priorities.
- Must be able to work independently and under pressure.
- Must have ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Must be able to work well with people of all backgrounds, cultural groups and economic levels.
- Must have strong numeracy and analytical skills.
- Must be good problem-solving and time management skills.
- Must be highly organized and detail oriented.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics 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 stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to sit. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

The noise level in the work environment is usually low to moderate.

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