



Accounting Manager Position Description

Department: Administration

Reports To: Chief Financial

Job Status: Full-Time, Salary Exempt \$75,960.00

Benefits: Benefit Plans including incremental PTO Plan; 11 Paid Holidays plus a Birthday Floating Holiday. 403b retirement plan with a match. Medical & Dental insurance plans with majority paid by employer. Life Insurance plan paid by employer. Employee Assistance Program.

***Second Harvest Food Bank requires all new hires to be fully vaccinated for COVID-19.**

This policy complies with all applicable laws. Any questions regarding this policy, please inquire.

Would you like to go to work knowing that every day you'll be making a real difference in the lives of at-risk people in your community? At Second Harvest Food Bank of Orange County that's exactly what you'll be doing. Every moment of your workday will directly impact our mission to provide food for those who need it, when they need it. **Come join our upbeat, collaborative team who are improving lives every day by taking hunger off the table.**

We are committed to living out the Food Bank's core values of **Integrity & Accountability, People First, Compassion, Purpose Driver, and Stewardship** in pursuit of our mission.

About Second Harvest Food Bank of Orange County

Second Harvest Food Bank's (SHFB) Vision: An Orange County with food and nutritional security for all. Our Mission: In collaboration with our partners, we provide dignified, equitable and consistent access to nutritious food, creating a foundation for community health. Since 1983 we have been a source of food security to all members of our community when they need our help.

POSITION DESCRIPTION:

The Accounting Manager works closely with and reports to the Chief Financial Officer (CFO). The Accounting Manager will support the organization's day to day financial and accounting practices and provide assistance to the whole accounting team. The position collaborates with and provides information to various organizational departments.

ESSENTIAL JOB FUNCTIONS:

- Cross train with other finance staff to provide back up for all critical functions
- Resolve accounting discrepancies and irregularities
- Interface with auditors and assist with end of year audit
- Demonstrate subject matter expertise with organization's custom accounting software
- Accurate accounting software data input and export
- Preparation of bank account reconciliations
- Oversight of month end closing procedures
- Track government receivables and prepare reimbursement request documentation

- Troubleshoot accounting issues for the Accounts Payable and Accounts Receivable Coordinators
- Keep the CFO informed and up to date on potential issues affecting accounting and/or finance
- Update weekly payroll liability analysis
- Monthly financial reporting
- Maintain asset schedules and documentation
- Monitor banking activity
- Assist as needed with other duties or projects as assigned

POSITION QUALIFICATIONS:

- Bachelor's degree and minimum three years business experience in accounting and accounting database systems
- Advanced knowledge and high proficiency in MS Excel and other Microsoft Office applications.
- Experienced with full cycle accounting process
- Core understanding of generally accepted accounting principles
- Strong "people orientation" with outstanding verbal skills to effectively communicate with and relate to a wide range of stakeholders
- Possess great attention to detail and accuracy
- Ability to maintain confidential organizational information
- Strong analytical and problem-solving skills
- Demonstrate exceptional project management skills performed within a fast-paced environment
- Commitment to living out the Food Bank's core values of Integrity and Accountability, People First, Compassion, Purpose Driven and Stewardship

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

- Prolonged sitting and working at desk with phones and computers
- Indoor office and occasional warehouse environment with moderate noise
- Occasional lifting and bending

The above statements are intended to describe the general nature and level of work performed, rather than to be an exhaustive list of all duties, responsibilities, and skills required for the position. The position duties may be changed at any time at management's discretion. This position description is not intended to create contractual obligations of any kind. To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

.Second Harvest Food Bank of Orange County, Inc. is an Equal Opportunity Employer
