



## Accounts Receivable Coordinator Position Description

Location: Irvine, CA  
Reports To: Controller  
Status: Temporary, Part-Time, Hourly (Non-Exempt) \$27.00  
Schedule: Monday – Friday; 20 hours/week (4 hours per day)

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 Driven, 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 for all members of our community when they need our help.

### **POSITION DESCRIPTION:**

The Accounts Receivable Coordinator works closely with, and reports to, the Controller and Chief Financial Officer and is a member of the Administration and Accounting Team. The primary focus of this position is to record revenue transactions for the food bank. The Accounts Receivable Coordinator must perform the duties of the position with accuracy and strong attention to detail.

### **ESSENTIAL JOB FUNCTIONS:**

- Receive, code, and record all money sources and make daily bank deposits.
- Data input to the accounting system.
- Apply payments and credits to accounts.
- Prepare and distribute monthly statements.
- Verify lockbox reports.
- Monitor aging report activity and investigate overdue accounts.
- Review end of month shipping reports for proper credits.
- Work closely with the Development Department to ensure account activity is properly coded in the accounting system and donor database.
- Answer inquiries regarding account receivable activity from Community Partner agencies.
- Monitor correct filing procedures for cash receipts documentation.
- Monitor pledge balances.
- Follow proper procedures regarding online banking.
- Assist with information for internal and external audits.
- Other administrative duties as needed.



**PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

- Prolonged sitting and computer usage.
- Indoor office environment and occasional warehouse environment with moderate noise at food bank location.
- Occasional lifting and bending.

**REQUIREMENTS:**

- Accounting degree or similar business experience working in an accounting environment.
- Ability to work as a team player and maintain good working relationships with all food bank departments.
- Must be proficient in Microsoft Office: Word, Excel, Outlook.
- Strong project management skills with the ability to work under pressure, balance competing priorities and consistently meet deadlines.
- Ability to make frequent changes of routine and pace of activity due to unpredictable demands without loss of efficiency or composure.
- Excellent professional verbal and written communication skills.
- Ability to take initiative and work independently.
- Hard working and goal oriented.
- Maintain vigilance in mitigation of potential fraud.
- Excellent time-management and organizational skills. Proficiency in handling multiple tasks and timelines.
- Excellent data entry skills. Prior experience utilizing complex accounting databases.
- Familiarity with online banking services.
- Valid Driver's License.

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

To apply, visit <https://feedoc.org/careers/>