



Accounts Receivable Coordinator Position Description

Location: Irvine, CA
Reports To: Controller
Status: Part-Time, Hourly, Non-Exempt; \$28.92 - \$30.62/hour (DOE)
Schedule: Monday – Friday; 25 hours per week
Benefits: We offer excellent Benefit Plans including incremental PTO Plan; 15+ 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 and Employee Assistance Program paid for by employer.

Would you like to go to work knowing that every day you'll be making a real difference in the lives of community members in Orange County? At Second Harvest Food Bank that's exactly what you'll be doing – contributing to our mission to provide food for those who need it. You'll be working alongside team members who are committed to living out the Food Bank's core values of **Integrity & Accountability, People First, Compassion, Purpose Driven, and Stewardship. Come join our upbeat, collaborative team who are improving lives every day.**

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 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 and record all money sources and make daily bank deposits
- Data input into the accounting system
- Apply payments and credits to accounts
- Prepare and distribute monthly statements
- Verify lockbox reports
- Work closely with the Development Department to ensure accountancy activity is properly coded in the accounting system and donor database
- 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:

- 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
- Project management skills with the ability to work under pressure, balance competing priorities and 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
- Familiarity with online banking services
- Valid Driver's License

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.

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