

Gleaners Community Food Bank Job Description

Job Title: Accounting Specialist
Reports to: Controller
FLSA Status: Non-Exempt
Department: Finance/IT
Last Update: Draft August 2020

In addition to supporting the Controller with various finance tasks, the Accounting Specialist has the primary responsibility for the accounts receivable, grant management and collection functions of the finance department.

Essential Duties and Responsibilities

- Manage process to follow up on receivables, recommend write-offs
- Monitor purchasing policy and implement/maintain purchasing module in Financial Edge
- Ensure all policies and procedures are appropriately documented
- Assist with grant review and management, ensure all grant guidelines are being followed
- Grant Management
- Revenue Measurement and Reporting
- Oversee purchasing process for non-food purchasing
- Assist with Financial Analysis
- Assist with Monthly Reporting
- Assist with Cost Analysis
- Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities
- Other duties as assigned.

Scope of Position

Budgetary Responsibility: Moderate
Personnel Responsibility: Low
Access to Confidential Info: High
Supervisory responsibility: Low
Customer Contact: Donors: Low
Volunteers: Low
Partner Agencies: Low
Outside Vendors: Low

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements 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/Experience

A minimum of two years' related experience
Bachelor's degree in related field preferred.
Experience with accounting software (Financial Edge preferred)
Strong excel skills
Ability to multi-task

Language Ability

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Math Ability

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.