



## EMPLOYMENT OPPORTUNITY

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### Accounting Manager

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Do you want to change lives? Do you thrive in an environment of transformational change? Do you have a strong background in accounting and finance? Then we invite you to join our growing team!

#### POSITION SUMMARY

The Accounting Manager position reports directly to the Executive Director and is responsible for managing YFB's financial planning activities as well as the department's accounting and finance-related practices, including fiscal planning, risk management, audit oversight, data analysis, and compliance with relevant regulations and laws. The position works collaboratively across departments to achieve department and organizational goals, and leads and manages finance department staff.

#### ABOUT YOLO FOOD BANK

In executing its mission to end hunger and malnutrition in Yolo County, YFB positively impacts the lives of more than 44,000 people who live in poverty in Yolo County. We provide for 55,000 food distribution visits each month at more than 80 locations via a network of 200 partnerships with food donors, distribution sites and relationships with 72 local nonprofit organizations. This work is propelled from our nearly year-old 42,000 square foot food recovery warehouse and operations facility. The facility offers the programmatic promise and capacity expansion potential to meet the full food security need of Yolo County, and to simultaneously shift the nutritional paradigm of the community. Not only is YFB's mission to end hunger and malnutrition in Yolo County, YFB actively reduces poverty in the county by advancing environmental, social, and economic sustainability.

Visit our website for details on our programs and impact: [www.yolofoodbank.org](http://www.yolofoodbank.org).

#### KEY RESPONSIBILITIES

- Drive the financial planning of the YFB by analyzing performance and risks, updating and maintaining a system of internal controls over the YFB's financial affairs and identify and mitigate shortfalls in order to safeguard financial assets and for effective management by senior and departmental management.
- Supervise and train department staff, including recruiting and hiring, training and developing, assigning work and evaluating performance, approving timecards, and disciplining.
- Oversee month-end closing, transaction analyses, and journal entries to ensure proper recording of all financial transactions in accordance with U.S. GAAP principles.
- Manage Accounts/Payable and Accounts/Receivable practices and systems for accuracy and efficiency.
- Work closely with the Executive Director and department heads on budget development that meet organizational and fiscal goals and provide financial reports to the Executive Director and/or Board of Directors as needed.
- Oversee and approve the preparation and filing of monthly, quarterly and annual local, state and federal financial returns and reports, business property, payroll and tax statements and other reporting requirements.
- Oversee the coordination and activities of independent auditors to ensure all audit issues are resolved appropriately and timely, compliance issues are met, and the preparation of the annual financial statements is timely and in accordance with U.S. GAAP and federal, state and other required supplementary schedules and information.
- In collaboration with the Philanthropic Engagement and Programs departments, manage the set-up, allocation and billing processes for new grants, including compliance with all local, state, and federal regulatory agencies in the areas of not-for-profit management and ensure fiscal compliance with all regulations affecting grants and government contracts. Responsible for all fiscal aspects of government grants including renewal processes.

- Serve as liaison to regulatory agencies and interdepartmentally as needed to coordinate financial activities and compliance.
- Model YFB core values and organizational culture in all work efforts.
- Perform all other duties as assigned.

### QUALIFICATIONS & EXPERIENCE

The ideal candidate will have extensive knowledge and increasing levels of responsibility in finance and business management, general and nonprofit accounting, financial data analysis and management, budgeting, experience managing people and policies. Demonstrated ability to lead through change and adversity, build consensus when appropriate, innovate, and motivate others. In addition, they will possess the following experience, skills and personal attributes:

- Knowledge of Audit processes.
- Expert understanding of all facets of bookkeeping, including accounts/payable, accounts/receivable, general ledger transactions and highly proficient understanding of generally accepted accounting principles (GAAP).
- Expert knowledge and ability in databases (QuickBooks preferably), Word and Excel.
- Strong focus on details and accuracy in all aspects of duties.
- Able to provide clear work direction, evaluate performance, and develop existing staff.
- Strong work and team ethic; able to work effectively with staff, peers, visitors, and the Board of Directors.
- Able to plan, initiate and manage multiple tasks despite frequent interruptions and deadlines with accuracy, flexibility and professionalism.
- Able to maintain confidentiality in all aspects of donor, client, staff, and nonprofit partner activities and information.
- Able to show flexibility in response to change and accommodate new methods and procedures.
- Excellent communication (written and oral), business writing and organizing skills.
- Effective problem solver with good negotiation skills.
- All positions at YFB are required to serve as ambassadors for our work, and to develop and enhance a nimble, resourceful, creative, curious, collaborative, compassionate, and visionary approach to accomplishing individual and organization-wide goals and objectives.
- Valid California driver's license and proof of insurance.
- This position is full time Monday-Friday 8:30 a.m. – 5:00 p.m. with occasional evening/weekend/after-hours work.

### COMPENSATION & BENEFITS

Salary range is \$65-\$75K, plus benefits including 4 weeks PTO, 10 paid holidays, medical, dental, 403(b) match, EAP, and life insurance.

### APPLICATION PROCEDURE & TIMELINE

Please submit resume and letter of interest with Accounting Manager and your last name in the subject line to **Lorna Carriveau, Human Resources Adviser, [lorna@yolofoodbank.org](mailto:lorna@yolofoodbank.org)**. Applicant screening will be ongoing until the position is filled as the goal is to complete the recruitment process at the earliest opportunity and welcome a new philanthropy team member as soon as possible.

YFB is an Equal Opportunity Employer.