



EMPLOYMENT OPPORTUNITY

Accountant

Do you want to change lives? Do you thrive in an environment where you feel supported by your colleagues and leadership? Do you have strong experience in GAAP accounting and grant management for nonprofits? Then we invite you to join our Accounting team!

POSITION SUMMARY

The Accountant position reports directly to the Director of Accounting and is responsible for performing closing and reporting activities; ensuring timely and accurate expense tracking and reporting for grants; developing other reports as needed; and assisting the Director of Accounting with budgeting, financial audit and staff training activities. The position also serves as back-up for all accounting duties as needed.

WORK SCHEDULE (NON-EXEMPT)

Full-time, Monday-Friday, 8:30am to 5:00pm

COMPENSATION & BENEFITS

Salary range is \$70,000 to \$75,000 annually, plus benefits including quarterly bonus opportunity, 4 weeks Paid Time Off accruing immediately, 10 paid holidays, medical and dental insurance, 403(b) retirement plan match, Flexible Spending Accounts, employer-paid life insurance and Employee Assistance Program, and \$100/year clothing allowance.

KEY RESPONSIBILITIES

- Accounting responsibilities:
 - Performs grant-related post-award functions, including budget and expense analysis, periodic invoicing, financial reporting, labor distribution changes, reconciliations, re-budgeting, and grant closeout procedures.
 - Maintains and verifies financial, statistical, or other fiscal records in connection with various local, regional, state, and federal contracts. Corresponds with representatives from local, regional, state, and federal agencies regarding matters involving grant status, funding, reporting, and requirements.
 - Supports the Director of Accounting in developing, monitoring, analyzing, and reporting of annual YFB budget as well as works closely with other departments on developing and monitoring grant proposal budgets. Coordinates with key personnel to support proper and timely expenditure of grant funds in compliance with applicable guidelines and budget deadlines. Review monthly financial results and communicate with appropriate program staff the financial position of the program.
 - Prepares non-technical governmental grant applications and renewals as needed.
 - Performs regular closing and reporting activities, such as preparing and verifying monthly and quarterly financial reports, budget vs. actual reports and grant-specific financial reports; and serves as primary point-of-contact with Department of Philanthropic Engagement staff regarding grant financial report needs.
 - Prepares payroll and related tax reports to government agencies as needed. Develops and maintains internal payroll processes to ensure compliance with state and federal laws, and serves as backup for regular payroll activities when needed.
 - Ensures efficiency and compliance with Generally Accepted Accounting Practices (GAAP) and local, state and federal government reporting requirements. Reconciles financial discrepancies by collecting and analyzing account information.

- Maintains accounting procedures, policies and systems of internal controls to ensure the integrity of all financial systems; and recommends changes to the organization's processes and policies to reduce cost and maximize funding.
- Reviews and updates all departmental Standard Operating Procedures at least annually for accuracy, completeness and compliance with state and federal laws; assists the Director of Accounting with training and cross-training department staff in all department-related activities; and guides department staff by coordinating activities and answering questions timely and accurately.
- Embrace and model a Culture of Philanthropy to inspire colleagues and advance YFB's mission.
- Model Yolo Food Bank core values and organizational culture in all work efforts.

QUALIFICATIONS & EXPERIENCE

The ideal candidate will possess the following experience, skills and personal attributes:

- Strong experience in all facets of accounting in accordance with Generally Accepted Accounting Principles (GAAP), plus experience coordinating bookkeeping staff or volunteers and participating in financial audits. Experience with payroll and nonprofit accounting activities, especially related to grants management, preferred.
- Good understanding of all facets of accounting, including accounts payable and receivable, General Ledger management, budgeting, and reporting in accordance with Generally Accepted Accounting Principles (GAAP).
- Proficient in creation and use of Excel spreadsheets as well as other electronic accounting programs and databases. QuickBooks experience preferred.
- Excellent communication (written and oral) and organizing skills.
- Maintains financial security by following internal controls; secures financial information by ensuring that database back-ups are completed regularly and fully.
- Strong telephone and customer service skills.
- Strong focus on details and accuracy in all aspects of duties.
- Able to manage a busy load of data entry transactions with accuracy.
- Able to manage multiple tasks, frequent interruptions and deadlines with flexibility.
- Able to work effectively and efficiently alone or as part of a team.
- Able to maintain confidentiality in all aspects of donor, client, staff, and nonprofit partner activities and information.

APPLICATION PROCEDURE & TIMELINE

Please submit a resume and letter of interest with Accountant and your last name in the subject line to **Katie Schroeder, Interim Director of Accounting, Katie@yolofoodbank.org**.

ABOUT YOLO FOOD BANK

Recognized by the *Sacramento Business Journal* in 2020 as one of the Best Places to Work, YFB positively impacts the lives of more than 60,000 Yolo County residents who live in poverty. We provide as many as one million pounds of food each month at nearly 130 distributions via a network of 200 partnerships with food donors, distribution sites, and relationships with 84 local nonprofit programs. 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. It is YFB's objective to develop and nurture an equitable, sustainable local food system to advance the health and wellness of ALL Yolo County residents. All positions at YFB serve as ambassadors for our work, and develop and enhance a grateful, nimble, resourceful, creative, curious, collaborative, compassionate, and visionary approach to accomplishing individual and organization-wide goals and objectives.

Visit our website for details on our programs and impact: www.yolofoodbank.org.

YFB is an Equal Opportunity Employer.