



## EMPLOYMENT OPPORTUNITY

### Director of Accounting

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Do you want to change lives? Do you want to work where every day you and your team members' efforts result in hundreds of people in need being helped directly? Do you have experience managing accounting, budgeting and financial planning as well as staff? Then we invite you to join our Accounting team!

#### POSITION SUMMARY

The Director of Accounting position reports directly to the Executive Director and is responsible for managing all financial planning activities as well as the department's accounting and finance-related practices and policies, including fiscal and budget planning, risk management, data analysis, audit oversight, and compliance with relevant regulations and laws. Leads and manages accounting department staff.

#### COMPENSATION, BENEFITS AND WORK SCHEDULE

Salary range is \$84,000 to \$88,000 plus benefits which include a quarterly bonus opportunity, 4 weeks Paid Time Off which begin 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 annual clothing allowance.

This position is full-time, exempt, with occasional evening and weekend work. Regular hours are Monday-Friday, 8:30am to 5:00pm.

#### KEY RESPONSIBILITIES

1. Drive the financial planning of the YFB by analyzing performance and risks, updating and maintaining a system of internal controls over the Food Bank's financial affairs and identify and mitigate shortfalls in order to safeguard financial assets and for effective management by senior and departmental management.
2. Supervise and train department staff, including recruiting and hiring, training and developing, assigning work and evaluating performance, approving timecards, and disciplining.
3. Oversee month-end closing, transaction analyses, and journal entries to ensure proper recording of all financial transactions in accordance with U.S. GAAP principles.
4. Manage Accounts/Payable, Accounts/Receivable and payroll practices and systems for accuracy and efficiency.
5. Work closely with the Executive Director and department heads on budget development that meets organizational and fiscal goals and provide financial reports to the Executive Director and/or Board of Directors as needed.
6. 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.
7. 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.
8. 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.
9. Serve as liaison to regulatory agencies and interdepartmentally as needed to coordinate financial activities and compliance.
10. Embrace and model a Culture of Philanthropy to inspire colleagues and advance YFB's mission.
11. Model Yolo Food Bank core values and organizational culture in all work efforts.

## QUALIFICATIONS & EXPERIENCE

The ideal candidate will be a skilled accounting professional who is passionate about the mission and work of YFB. In addition, they will possess the following experience, skills, and personal attributes:

- Extensive knowledge of 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.
- 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
- Valid California driver's license and proof of insurance.

## APPLICATION PROCEDURE & TIMELINE

Please submit resume and letter of interest with Director of Accounting in the subject line to **Angela Hofstrand, Human Resource Manager, [angela@yolofoodbank.org](mailto:angela@yolofoodbank.org)**. Priority review date is 5:00pm, June 20, 2022.

## 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 are required to 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](http://www.yolofoodbank.org).

YFB is an Equal Opportunity Employer.