

**Central California Food Bank**  
Job Description



**Job Title:** Staff Accountant  
**Reports To:** Accounting Manager  
**FLSA Status:** Non-Exempt

**Prepared By:** HR Manager  
**Approved By:** Co-CEO  
**Pay Rate:** \$24 -\$26 per hour DOE

**POSITION SUMMARY:**

The Staff Accountant is charged with a range of financial responsibilities including accounts receivable, payroll, budget management, monthly reconciliations, inventory process and controls, and other miscellaneous tasks related to accounting.

The following is a list of major duties and responsibilities for this position. It is not all-inclusive. Other duties and responsibilities may be added as needed and, in addition, management as appropriate may modify this job description.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- 1. Examine accounting records, including financial statements and other financial reports to assess accuracy, completeness, and conformance standards defined within the department**
  - Reviews, investigates, and reports errors and inconsistencies in financial entries, documents, and reports to the Accounting Manager.
  - Review and post for proper general ledger accounting.
  - Provide support as needed in order to process payroll in an accurate and timely manner.
  - Assist in conducting weekly collection calls to agencies.
  - Track and reconcile the accounts receivable reports monthly.
  - Process credit card donations and payment.
  
- 2. Prepare and maintain all other finance related records**
  - Assists Accounting Manager in preparation for year-end audit.
  - Assist in month-end closing and accruals.
  - Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.
  - Monitoring of accounting reconciliations and procedures, including internal controls.
  - Manage and oversee inventory process and control, including weekly, monthly, and year-end physical count.
  - Understand and utilize reports to assist in tracking expenses against grants and to assist in the grant proposal and reporting process.
  - Develop and implement proper keeping of financial records, making use of current technologies.
  
- 3. Participate in strategic planning for the Central California Food Bank**
  - Represent and advocate for the organization in the community and at the regional level.
  - Engage in organization capacity-building activities.
  - Attend staff meetings.
  - Adhere to Feeding America and Central California Food Bank regulations and guidelines.

- 4. Provide excellent customer service to all Central California Food Bank customers including Central California Food Bank clients, staff, donors, logistics personnel, agency personnel, volunteers, board members, and the general public.**
- Engage in the following tasks or behaviors that represent excellent customer service: timely responses, punctuality, and attendance, treating others with respect, distributing quality product, being knowledgeable and providing accurate information, and using appropriate non-verbal and verbal communication.
  - Responsible for accurately preparing, reviewing, and posting journal entries and well as keeping updated account reconciliations in accordance with GAAP.
  - Assists with all month end procedures to ensure timely closing.
  - Perform other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

This position does not have supervisory responsibilities.

**MINIMUM 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 will be made in accordance with the ADA to enable individuals with disabilities to perform the essential job functions.

- Bachelor's Degree or equivalent in experience in accounting, finance, business, or a related field.
- Experience in accounting related duties with emphasis on month end close.
- Ability to effectively communicate (written and oral) and work well with a variety of stakeholders from different socioeconomic and cultural backgrounds.
- Strong organizational skills and ability to prioritize workload in order to meet tight deadlines in a fast-paced and dynamic work environment.
- Excellent analytical and problem-solving skills.
- Be able to demonstrate attention to details and good-record-keeping.
- Proficient in Microsoft Office (Word, Excel, Outlook).
- Must have valid CA driver's license with good driving record.
- Must be insurable by CCFB company vehicle insurance provider.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations will be made in accordance with ADA to enable individuals with disabilities to perform the essential job functions.

This position is located at a warehousing/distribution facility. With warehouse and truck traffic in the facility and grounds, a few steps to walk up into the facility and product stacked and stored throughout, this position requires someone who is mobile and who can watch for traffic and normal hazards of a warehouse environment. While performing the job duties of this job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to stand, walk and/or reach with hands and arms. Must be able to use a computer to track detailed data, write reports and receive information; must be able to communicate by phone and in person; must be able to drive to and from meetings, events, and to run errands; must be

able to attend work on a daily basis as scheduled.

*Central California Food Bank is an at-will employer. This means that employment can be terminated at-will by the company or employee and such termination can be made with or without notice.*

*Central California Food Bank is an Equal Opportunity Employer  
Central California Food Bank is a proud member of Feeding America.*

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**Central California Food Bank**  
Job Description Acknowledgement

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By signing below, I am acknowledging that I have received a copy of this job description.

I understand I am to become familiar with my job description's contents as it represents a summary of my job duties, which are not all-inclusive and are subject to change, with or without prior notice. I understand it is my responsibility to talk to my manager or Human Resources if I have any questions regarding my individual job responsibilities or any policies and procedures.

Further, I understand that signing this document does not constitute a contract of employment with Central California Food Bank.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Name (Signature)

\_\_\_\_\_  
Date