



Central California Food Bank
Job Description

Job Title: Grants Accountant
Reports To: Director of Finance
FLSA Status: Non-Exempt

Prepared By: HR Manager
Approved By: Co-CEO
Pay Rate: \$26.00 per hour

POSITION SUMMARY:

The Grants Accountant is responsible for maintaining the financial and recordkeeping of grants made, and grants received. Compiles financial and non-financial data for the preparation of internal reports, compliance records, and grant billings. Additional financial responsibilities include journal entries for month end closing process, reconciliations, and assisting in all accounts receivable, accounts payable, budget, inventory tasks, and year end audit as needed.

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:

- Manage documentation of all government and donor-restricted contract files (e.g. MOUs, correspondence, modifications, and data deliverables) and ensure all required fiscal reports and invoices are prepared and submitted in accordance with contract regulations and Central California Food Bank policies.
- Track expenses for Grants to submit for reimbursements.
- Ensure and verify general ledger detail accurately reflects program activity for government and donor- restricted funding and contract billing and prepare monthly revenue recognition and release-from-restriction journal entries for Director of Finance's review.
- Collect and analyze data, initiate corrective action as required, and document results.
- Ensure adherence to grant compliance and all applicable local, state, and federal regulations, policies and procedures.
- Prepare the Schedule of Federal Expenditures for the A-133 audit and support Central California Food Bank's annual fiscal audit and other federal agency reviews.
- Initiate monthly check-ins with finance, development, and program staff to review grant budgets and ensure revenue and expenditures are on track.
- Collaborate with development staff and attend periodic meetings to reconcile donor-restricted revenue and to project releases and expenses.

- Perform other duties, special projects, and research as assigned.
- Review and post to the general ledger month-end closing journal entries in accordance with GAAP.
- Reconcile balance sheet accounts.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Assist with year end inventory counts in preparation for Audit.
- Assist Director of Finance in preparation for year-end audit.
- Provide support as needed to process accounts receivable, accounts payable, and to maintain inventory records.
- Perform other duties, special projects, and research as assigned
- Maintain files and documentation thoroughly and accurately, in accordance with company policy, internal controls and accepted accounting practices.

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.
- 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.

REQUIRED 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.
- Three years' progressive experience in fund and grant accounting, reporting and compliance.
- Proficient user of Microsoft Office applications including Word, Excel, and PowerPoint.
- Strong knowledge of accounting principles (GAAP) and Federal OMB CFR-200 requirements.
- Demonstrated experience evaluating internal controls.
- Experience with inventory and accounting software.
- Detail oriented individual with the ability to analyze numbers and conduct research.

- Good written and verbal communication skills.
- Superior customer services skills in person and on the phone
- Excellent organizational skills to ensure maintenance of documentation and filing systems.
- Ability to maintain confidentiality of Central California Food Bank data.
- Valid California driver's license with insurable driving record.

PREFERRED QUALIFICATIONS:

- Experience working with database software, Microsoft Dynamics Nav-Ceres.
- Experience in a nonprofit environment with a variety of stakeholders and with values deeply rooted in community.
- Ability to work both independently and in a collaborative setting with people of
- diverse backgrounds and circumstances.

SUPERVISORY RESPONSIBILITIES:

This position does not have supervisory responsibilities.

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.*

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