

**JOB POSTING**

***Accounting Coordinator***

**ABOUT US**

*Inter-Faith Food Shuttle envisions a hunger free community. We feed our neighbors, teach self-sufficiency, grow healthy food, and cultivate innovative approaches to end hunger. As a member of Feeding America, the Food Shuttle distributes over 9 million pounds of food per year, 37% of which is fresh produce. From Grocery Bags for Seniors, BackPack Buddies, and School Pantries; to Community Health Education and Mobile Markets; Catering and Culinary Job Training; and Community Gardening and a 14-Acre Farm; we go directly to the point of need to empower people and overcome the burden of hunger.*

*The Accounting Coordinator is responsible for the execution of all daily accounting functions, including Accounts Payable, Accounts Receivable, bank deposits, credit card reconciliations, enter donation reports into the accounting system.*

**DUTIES AND RESPONSIBILITIES**

Accounts Payable

* Purchase Authorization data entry (invoices and credit card charges)
* Ensure purchase approval forms have proper approvals and codes before entering in accounting system
* Produce AP checks weekly and initiate online account payments as required
* Prepare and upload Positive Pay information to bank
* Monthly credit card reconciliations

Accounts Receivable

* Generate invoices in QB as required
* Post payments; process credit card payments in Authorize.net; follow up with customers regarding late invoices

Banking

* Prepare and deposit checks via remote scanner daily
* Prepare cash deposit weekly
* Code deposits in QuickBooks based on Donor Perfect Report

Other Duties

* Distribute department P&L’s monthly
* Maintain vendor and customer files
* Assist with annual budgeting
* Other tasks as may be assigned by Chief Finance Officer or President/CEO

**QUALIFICATIONS**

* Minimum of three years of experience in a general accounting role or equivalent education
* General accounting knowledge
* Good data entry skills
* Proficient in MS Excel, Word, and Microsoft Outlook
* QuickBooks experience preferred
* Non-profit experience a plus

**KNOWLEDGE, SKILLS, AND ABILITIES**

* Notices discrepancies and inconsistencies in available information
* Identifying what needs to be done and act before being asked
* Checks the accuracy of own and others’ work
* Seizes opportunities to influence the future direction of an organizational unit or the overall business

**CORE COMPETENCIES**

* **Ethics:** Treats people with respect; keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds company values.
* **Motivation:** Sets and achieves personal goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence

**WORKING CONDITIONS**

Work Environment: Work is value, goal, and deadline oriented. Primarily computer work in a climate-controlled office setting.

**EEO and Everify**

**Equal Employment Opportunity (EEO) [Inter-Faith Food Shuttle]** provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity.

**ADA Compliant: [Inter-Faith Food Shuttle]** is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact [HR department].

**Inter-Faith validates the right to work using E-Verify.** Inter-Faith will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee’s Form I-9 to confirm work authorization.

**DIRECT REPORTS**

None

**COMPENSATION & BENEFITS**  Pay Rate: $22.00- $24.00 per hour based on qualifications and experience. Benefits include medical, dental, life, and long-term disability insurance. Simple IRA retirement plan with matching contribution. Paid Time Off (PTO) and ten (10) paid holidays.

**TO APPLY**

Please send **resume and cover letter** to [recruiter@FoodShuttle.org](mailto:recruiter@FoodShuttle.org)

***Inter-Faith Food Shuttle is an Equal Opportunity Employer. We respect and seek to build a team of individuals from diverse cultures, perspectives, skills and experiences.***