



**STAFF ACCOUNTANT
Position Announcement**

**Internal and External Application Dates:
October 2, 2018 - October 26, 2018**

(Note: Resumes will be reviewed on a rolling basis until position is filled or the deadline)

About Us:

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In our mission to lead the effort to eliminate hunger in our community, the Foodbank has distributed over 331 million pounds of food equating to over 276 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. During the 2016-2017 fiscal years, the Foodbank distributed over 18 million pounds of food equating to approximately 15 million meals to the community.

Position Overview:

- The Staff Accountant under the supervision of the Accounting Manager is engaged in a range of financial activities including accounts payable, accounts receivable, expense reports, payroll, grant disbursements, variance reports, management of budgets and administrative support to the Chief Administrative Officer (CAO).
- The Staff Accountant must be capable of learning the intricacies and nuances in preparing supporting documentation for the Foodbank's grant writing program.
- The Staff Accountant under the supervision of the Accounting Manager will work with the finance staff to learn the responsibilities of each position.

Responsibilities:

Finance and Accounting:

- Responsible for serving as a backup to each functional area within accounting.
- Responsible for gathering data used to corroborate FB SEVA grant requests to outside organizations.
- Responsible for backing up the primary personnel overseeing the general ledger, accounts payable, accounts receivable, payroll functions and fixed assets.
- Responsible for working with the Accounting Manager and being able to perform the annual budget in collaboration with the CAO.
- Responsible for becoming proficient on the Ceres system and being able to run reports, etc.

- Will work with the Accounting Manager in providing information, budgets, etc. for the various and sundry programs, which may be also used to support our grant requests.
- Responsible for being able to process payments and donation, again, mainly for back-up purposes.
- Perform financial analysis requests as given by the CAO and Accounting Manager.
- Collaborate with CAO and Accounting Manager in streamlining various accounting processes (e.g., downloading reports from Ceres to Excel spreadsheets, maintenance of fixed assets schedule, monthly reports, reconciliation, etc.).
- Responsible for aiding, and substituting when needed, for the Accounting Manager to run bi-weekly, quarterly, monthly and yearly inventory or additional reports.
- Responsible for working with the Accounting Manager in ensuring all processes are updated and properly documented.
- Responsible for working with the Accounting Manager in ensuring that governmental and other compliance documents are filed timely.
- Work with the CAO and Accounting Manager in ensuring that financial information is prepared in advance of the bi-monthly audit and finance committee meeting.
- Potentially may be called upon to help with any I.T. related issue if CAO is not available.
- Ensures accounts payable, expense reports, and disbursements comply with operating procedures in order to control expenses; will communicate procedures to staff members for compliance.
- Performs other duties assigned by the CAO and the Accounting Manager.

Grants Management:

- Oversees and monitors grant programs to ensure accurate and timely receipt/deposit of payments in accordance with established standards. Provides financial reports reflecting fund balances by agency and grant criteria
- Works with Development Department to gather and disseminate financial information for grant payment schedule or government contracts.

Cross Functional:

- Supervise volunteers during tasks/assignments and show/share responsibility for the overall Volunteer Experience at the Foodbank.
- Complete other tasks as assigned or requested by the direct supervisor, department head or Senior Management.

Work Hours/Shift:

Monday-Friday; Full-Time Exempt

Education:

- Minimum: Four-year accounting degree
- Preferred: CPA candidate is desirable.

Experience:

- Preferred: 2 years of previous experience in working in an accounting department.

Physical Demands:

- While performing duties of this job, the employee may be required to do the following when working in the office or warehouse environment:
- This job requires that weight be lifted or force be exerted up to 20 pounds when handling donations, documents and files.
- Close vision (clear vision at 20 inches or less) working with documents, computer screens and filing.
- Regularly required to talk or hear when communicating with employees and clients.
- Ability to use hands and fingers to handle, or feel and able to reach with hands and arms

Compensation and Benefits:

A competitive salary with paid time off, matching retirement contributions, and employer-sponsored health benefits for individuals and their families are just a few of the incentives that make this an exciting opportunity.

The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.

How to apply: If this sounds like the opportunity for you to serve our community and help eliminate hunger, please send a cover letter, resume and 5-year salary history to orfrecruiting@foodbankonline.org.