



Staff Accountant

Sacramento Food Bank & Family Services (SFBFS) welcomes people of all backgrounds and circumstances, providing a judgement-free zone for individuals and families throughout Sacramento County. A staff of more than 80 and several thousand volunteers take our mission of fighting food insecurity one step further by offering education and support for families wanting to shape their best tomorrow. More information is available at www.sacramentofoodbank.org.

POSITION DESCRIPTION

The Staff Accountant is responsible for working with the controller to ensure the proper fulfillment and accuracy of accounting functions and procedures within the accounting department consisting of an operating budget of over \$18 million cash and over \$60 million in overall revenue and expenditures (including in-kind). The Staff Accountant, under the supervision of the Controller, will perform accounting functions and support to ensure adherence to Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS), including the development and implementation of strong internal controls, which support streamlined processes. The position will assist with key day-to-day activities of the accounting department related to the preparation and review of financial documents and statements including maintaining the Chart of Accounts, Balance Sheet and the General Ledger (GL).

The Staff Accountant will perform the following (including but not limited to):

- Assist with all aspects of the monthly and year-end close accounting procedures.
- Assist in the continued creation and implementation of systems, policies and procedures for optimum success and efficiencies.
- Analyze and review financial information and data for audit purposes and financial reporting to ensure accuracy.
- Analyze financial records and reports and make adjustments, as needed.
- Assist Controller in tasks, including maintaining the balance sheet and general ledger.
- Prepare non-cash journal entries and balance sheet reconciliations, ensuring financial statements accurately reflect the financial position of the organization.
- Assist the Controller and Senior VP of Business Operations and Finance with budgeting, monthly financial statement preparation, ad hoc reports and ensure strong internal controls support the various accounting processes.
- Complete monthly financial close tasks including bank and statement reconciliations; maintain and expense prepaid and fixed asset schedules; and review of all transactions and accounts including credit card reconciliations, etc.
- Manage accruals, prepayments, and other adjusting entries as part of the financial close process.
- Review entries impacting Chart of Accounts and General Ledgers for accuracy.
- Review/approve all payroll entries, cash requirements and related general journal entries.
- Assist the Controller with year-end close, annual audit tasks and provision of Form 990 including preparation and fulfillment of related schedules entries and documentation.
- Work with Grants Accountant to ensure proper accounting and reporting of assigned grants and the proper release of temporary restrictions including monthly grant reports.

- Ensure adherence to accepted accounting principles and bookkeeping practices, including record retention, internal controls, Uniform Guidance for federal grants and related compliance and proper regulatory documentation.

SKILLS AND EXPERIENCE REQUIRED

- Graduation from an accredited college or university with a bachelor's degree in accounting.
- A minimum of five years of full-time, professional employment in accounting, auditing, budgeting or closely related financial activity, including a minimum of two years' leadership/supervisory experience.
- Minimum of three years of experience in non-profit accounting.
- Intermediate to advanced knowledge of accounting software, preferably QuickBooks, as well as Excel, Word and Outlook.
- Excellent judgment and creative problem-solving skills; results oriented.
- Ability to use good professional judgment to bring proposals to management for the purpose of anticipating future needs and responding to unanticipated events.
- Exceptional written oral, interpersonal, presentation skills, and the ability to effectively interface with SFBFS' volunteers, staff and leadership.
- Strong communication, interpersonal and leadership skills. Proven working experience leading and/or supervising a team of two or more; ability to work harmoniously with staff members, plus work independently with little supervision.
- Passion for SFBFS' mission.
- Valid CA Driver's License and minimum personal vehicle insurance, with no more than three infractions/points within a three-year period on personal DMV record.

POSITION DETAILS

- Full-time, non-exempt position; Monday - Friday (40 hours/week).
- Comprehensive benefits including medical/dental/vision/life/AD&D/LTD, retirement and more.
- Pay Range: \$30.00 - \$35.00 per hour.

Applicants must submit resume, cover letter, [SFBFS' employment application](#) (found here: www.sacramentofoodbank.org/jobs) which should include three professional references to employment@sacramentofoodbank.org for consideration. **No phone calls please.**