



## Job Description

JOB TITLE: Accounting Manager/Controller

REPORTS TO: President & CEO

STATUS: Full-Time Or Part-Time

HOURS: Monday-Friday as scheduled, Weekends as needed

TRAVEL REQUIRED: 0-5%

### PRIMARY FUNCTION:

Responsible for planning, implementing, managing, and reporting on all accounting and finance related activities, including financial statements, cash management, budgets, forecasts and financial analysis. The person in this position is also responsible for compliance and reporting requirements for the organization.

### PRINCIPAL DUTIES & RESPONSIBILITIES:

- Ensure the accuracy and completeness of financial data and prepare comprehensive financial statements in accordance with GAAP
- Oversees all segments of the general accounting function, including all general and subsidiary ledgers
- Manage month-end and year-end close process
- Coordinate and prepare the annual operating budget, capital budget, short- and long-range project budgets
  - Institute and maintain budget control procedures
  - Complete budget analysis and report on variances
- Provides guidance and input during the strategic planning process
- Facilitate the timely completion of the annual independent audit, tax filings (990), and any other related reports; verifying the accuracy and completeness
- Maintain and periodically review the organization's system of internal controls, including preparing and updating financial policies and procedures
- Provide information used in the preparation of grant applications and fund raising activities
- Maintain schedules for grant accounting, including government funds
- Properly classify restricted donations and accurately track and account for grant/restricted funds
  - Report as required and/or requested
- Leads procurement of fixed assets and capital in collaboration with other departments.
- Oversees awards (federal, state, and local) and reports accordingly to IDHS, Feeding America, and any others as required
- Ensure compliance with all state and federal laws, as related to our status as a 501(c)(3) nonprofit organization
- Ensures compliance with fiscal, investment and other related policies
- Draft and update function/department Standard Operating Procedures (SOPs) as necessary, with a review of all relevant SOPs periodically
- Audit the inventory cycle counting program, review and report as needed
- Ensure accurate and timely filing of the annual registrations and reports with the State and Federal agencies
- Maintain files of contracts, leases, and other legal documents
- Prepare financial reports and present to the Finance Committee, as requested to the full Board of Directors
- Participates in special events and attends conferences, as needed
- Other duties and projects as assigned

### QUALIFICATIONS:

Competencies, Education and Experience

- Bachelor's degree in accounting, non-profit experience and CPA preferred

- Prior food bank or non-profit experience are a plus
- Knowledge of practices and principles of financial, accounting and business management
- Strong computer skills including spreadsheets and data management
- Ability to analyze financial data and develop reports
- Ability to interpret and apply complex rules and regulations
- Excellent communication skills both oral and written
- Ability to work in a complex environment with minimal supervision
- Strong leadership ability, sound judgment and high professional ethics

EXPECTED HOURS TO WORK:  
TBD

**JOB DESCRIPTION ACKNOWLEDGEMENT:**

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. The CEO has exclusive rights to alter this job description at any time without notice. The job description does not imply nor create a guarantee of employment and/or an employment contract of any kind. I understand that my employment with the Eastern Illinois Foodbank is at-will. The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing the listed functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these job functions.

I have read and understand the position expectations and job functions. I verify that I have received a copy of my job description by the signature below. As an employee of Eastern Illinois Foodbank, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

Eastern Illinois Foodbank 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 or expression, or any other characteristic protected by federal, state, or local laws.