

JOB TITLE: Bookkeeper

REPORTS TO: Business Manager

STATUS: Full-Time Exempt

HOURS: Monday-Friday as scheduled; Weekends as needed.

SUPERVISORY ROLE: Yes

NO. OF DIRECT REPORTS: 0

TRAVEL REQUIRED: 0-5%

PRIMARY FUNCTION:

Support the CFO in all accounting and financial matters. Accurately process information pertaining to accounts receivable, accounts payable, payroll, inventory, and revenue accounts. Manage fixed assets and process monthly general ledger entries. Assist with preparation of financial statements and reports. Ensure a professional and efficient office environment.

PRINCIPAL DUTIES & RESPONSIBILITIES:**Accounting:**

- Develop proficiency in financial accounting software, procure to pay software, and related databases
- Process and maintain accounts payable and receivable activity
- Verify, allocate, and post transactions
- Maintain and balance general ledger
- Prepare financial reports and schedules by collecting, analyzing, and summarizing account information
- Assist with monthly and annual financial close
- Prepare bank, credit card, investment account, and payroll reconciliations
- Assist with payroll systems and processing as needed
- Prepare general ledger entries and assist with financial statement preparation
- Manage fixed assets and associated depreciation schedules
- Assist with budget tracking, and reporting
- Assist with annual financial audit; all other regulatory monitors as needed
- Prepare reports for local, state, and federal agencies
- File documents meticulously to maintain high-quality historical records.
- Assist with internal controls, apply existing and new accounting policies and ensure compliance with rules and regulations
- Assist with physical inventories and inventory reconciliation
- Assist with ensuring compliance with fiscal policies and procedures, and contract requirements
- Assist with fiscal policy revisions

Other:

- Demonstrate a commitment to the mission and values of Eastern Illinois Foodbank
- Other duties and special projects as assigned

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working condition may vary between controlled temperatures in an office-environment and non-regulated high temperatures in the warehouse
- Sitting and standing for long periods, walking intermittently
- Office-type as well as warehouse environment with regular use of basic office equipment (i.e., computer, printer, phone system, copy machine/scanner, projector, etc.)
- Occasionally lift or move up to 20 pounds
- Ability to stand, walk, sit, use hands to finger, or feel objects, tools, or controls, reach with hands and arms, climb stairs, balance, stoop or kneel, crouch or crawl, talk or hear, and taste or smell
- Use specific vision abilities, including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- The noise level in the work environment is moderate to severe.
- While performing duties of this job, the employee may be exposed to wet or humid conditions, extreme cold or heat, and general outside weather conditions.

QUALIFICATIONS:

Competencies, Education and Experience

- Experience in similar position (minimum of three years); non-profit experience is a plus
- Knowledge of practices and principles of financial accounting and business management
- Proficiency in using accounting software (Microsoft Navision or Dynamics is a plus)
- MS Office proficient using Outlook and Word, highly skilled using Excel
- Strong attention to detail
- Strong problem solving, analytical, and organizational skills
- Ability to work independently with minimal oversight
- Pleasant and professional demeanor
- Strong communication skills, both verbal and written
- A sense of humor

EXPECTED HOURS TO WORK:

This role is considered full-time exempt and is not eligible for overtime. Work schedule is from Monday thru Friday as scheduled with occasional weekend and evening hours. Personal transportation is required for all weekend and evening events.