Eastern Illinois FOODBANK

Job Description

JOB TITLE: Staff Accountant

REPORTS TO: Accounting Manager
STATUS: Full-time, Hourly, Non-Exempt
HOURS: Monday-Friday as scheduled; Weekends as needed.
SUPERVISORY ROLE: No
NO. OF DIRECT REPORTS: 0
TRAVEL REQUIRED: 0-5%

PRIMARY FUNCTION:
The Staff Accountant supports the daily operations of the accounting department by processing financial transactions, maintaining accurate records, assisting with month-end procedures, and providing customer service to agency partners and vendors. This position is responsible for accounts payable, accounts receivable, cash receipts, electronic payments, and related accounting functions.

The Staff Accountant also performs administrative duties, maintains vendor documentation, supports annual financial audits and grant reporting, and assists with regulatory monitoring. The core competencies for this position are described below and are intended to guide performance evaluation.

PRINCIPAL DUTIES & RESPONSIBILITIES

ACCOUNTS PAYABLE

- Receive, review, and process vendor invoices for accuracy, proper documentation, and appropriate account coding
- Enter invoices into the accounting system and maintain supporting documentation
- Prepare and process electronic funds transfers (EFTs), ACH payments, and other vendor payments in accordance with established procedures
- Perform check runs and payment processing
- Monitor outstanding invoices, payment due dates, and vendor account balances
- Research and resolve invoice discrepancies, duplicate payments, credits, and other payment issues
- Maintain accurate and organized accounts payable records
- Provide professional and timely customer service to vendors and agency partners
- Obtain, review, and maintain vendor W-9 forms and certificates of insurance
- Monitor vendor documentation for completeness and expiration dates, as applicable
- Research vendor account issues and coordinate resolutions with the appropriate staff

ACCOUNTS RECEIVABLE & CASH RECEIPTS

- Process cash receipts, checks, credit card deposits, and other incoming payments
- Record agency payments, donations, and other receivables accurately in the accounting system
- Process incoming ACH receipts and reconcile electronic payment information to supporting records
- Maintain accurate accounts receivable records and supporting documentation
- Monitor outstanding agency balances and follow up on past-due accounts
- Communicate with agency partners to resolve payment discrepancies and answer account questions
- Research and resolve unapplied payments, account discrepancies, and other receivable issues

- Assist with account reconciliations and ensure receipts are recorded in the appropriate accounting period
- Respond to questions regarding invoices, payments, account balances, and outstanding receivables
- Research agency account issues and coordinate resolutions with the appropriate staff

MONTH-END GENERAL ACCOUNTING

- Assist with month-end closing procedures and ensure transactions are recorded in the correct accounting period
- Prepare and post journal entries related to deposits, EFTs, credit card transactions, and other financial activity, as assigned
- Assist with bank reconciliations and the review of financial records
- Research and resolve discrepancies between the accounting system, bank activity, and supporting documentation
- Verify that accounting transactions are properly documented
- Assist with other accounting projects and duties as needed

ADMINISTRATIVE & RECORDS MANAGEMENT

- Sort and distribute daily incoming mail to the appropriate recipients
- Maintain organized and accurate accounting files, including electronic and paper records
- File invoices, payment documentation, receipts, vendor records, purchase orders, and other financial documents
- Maintain records in accordance with established retention policies and internal procedures
- Perform administrative duties that support the daily operations of the accounting department
- Assist with document preparation, data entry, record retrieval, and other administrative tasks as needed
- Handle confidential financial and organizational information appropriately

AUDIT, COMPLIANCE, & GRANT REPORTING

- Assist with the annual financial audit by gathering documentation, preparing schedules, and responding to requests for supporting records
- Maintain organized financial documentation to support audit requirements
- Assist with grantor reporting by gathering financial information and supporting documentation
- Support regulatory monitoring and compliance activities by maintaining required records and assisting with documentation requests
- Follow established accounting procedures, internal controls, organizational policies, and applicable regulatory requirements
- Assist with special financial reports and documentation requests as assigned

Other

- Demonstrate a commitment to the mission and values of Eastern Illinois Foodbank
- Other duties and special projects as assigned
- This job description is intended to describe the general nature and level of work performed in this position.
- Responsibilities may be adjusted as organizational needs change

WORK ENVIRONMENT

The Staff Accountant works in a professional office environment and supports the financial and administrative operations of the organization. The position balances recurring daily responsibilities with monthly deadlines, the annual audit, grant reporting, and special projects.

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

EDUCATION AND EXPERIENCE

- Associate degree in accounting, finance, business administration, or a related field preferred; equivalent experience may be considered
- Previous experience in accounting, accounts payable, accounts receivable, bookkeeping, or general office administration preferred
- Experience with accounting software and Microsoft Excel preferred
- Experience in a nonprofit organization or familiarity with grant-funded operations is beneficial

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to maintain orderly, complete, and accurate records
- Ability to prioritize work, manage multiple responsibilities, and meet deadlines
- Strong data entry and basic accounting skills
- Proficiency in Microsoft Office applications, particularly Excel and Outlook
- Ability to learn and use accounting and financial management systems
- Strong written and verbal communication skills
- Professional customer service skills when working with vendors, agency partners, and coworkers.
- Ability to research discrepancies, identify errors, and follow through on resolution

CORE COMPLIANCE

The following competencies describe how the Staff Accountant is expected to carry out the work. Each reflects Eastern Illinois Foodbank's values of Collaboration, Integrity, Respect, Service, and Stewardship

- **Accuracy and Documentation (Integrity):** Enters and codes transactions correctly; catches and corrects errors before month-end close; ensures every entry has supporting documentation
- **Stewardship and Internal Controls (Stewardship):** Follows established procedures and internal controls consistently; flags duplicate payments, unusual transactions, or missing documentation; keeps confidential financial and organizational information secure
- **Organization and Deadlines:** Meets daily processing and month-end deadlines; keeps files current and easy to retrieve; communicates early when a deadline is at risk
- **Problem Solving and Follow-Through:** Researches discrepancies to their source; resolves or escalates them with clear notes; closes the loop with the vendor, agency partner, or staff member involved
- **Service and Communication (Service, Respect):** Responds to vendors and agency partners promptly and courteously; explains balances, payments, and account issues in plain language
- **Collaboration and Adaptability (Collaboration):** Shares the information others need for month-end close, the audit, and grant reporting; works independently while supporting the team; learns new systems and procedures as finance operations change

EXPECTED HOURS TO WORK:
This role is considered full-time working approximately 40 hours per week and is eligible for overtime for any hours worked over 40 in a workweek. Work schedule is from Monday thru Friday as scheduled with occasional weekend evening hours. Personal transportation is required for all weekend and evening events.