



Job Description

JOB TITLE: Staff Accountant

REPORTS TO: CFO/CEO

STATUS: Part - Time

HOURS: Monday-Friday or as scheduled, Weekends as needed.

TRAVEL REQUIRED: 0-5%

PRIMARY FUNCTION:

Support the CFO and CEO 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 and related databases
- Manage accounts payable and receivable activity
- Prepare bank account reconciliations
- 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
- Maintain system for tracking and reporting restricted funds
- Maintain record storage system according to EIF Policy
- Assist with payroll systems and processing
- Assist with internal controls
- Apply existing and new accounting policies and ensure compliance with rules and regulations

Inventory Management

- Prepare inventory reports as directed
- Accurately and timely prepare reports and filings for food programs, including but not limited to, Feeding America and IDHS
- Assist with physical inventories and inventory reconciliation

Administrative

- Assist with bidding, tracking, and maintaining company insurance policies
- Assist with fiscal policy revisions
- Assist in maintaining a professional and efficient office environment
- Serve as a back-up for other office and administrative staff

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

- Bachelor's Degree in Accounting
- Experience in similar position (minimum of two years); non-profit experience is a plus
- Knowledge of practices and principles of financial, accounting and business management
- MS Office proficient using Outlook and Word, highly skilled using Excel
- Strong attention to detail; perfectionist by nature
- Strong organizational skills
- Pleasant and professional demeanor
- Strong communication skills, both verbal and written
- A sense of humor

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.