

412 Food Rescue Job Description

Title: Bookkeeper

FLSA: Exempt

Hours: Full Time

Reports to: Chief Financial Officer

Overview: Bookkeeper is responsible for the administration of all direct bookkeeping responsibilities and assists in the organizational duties of payroll.

Essential Duties of Bookkeeper:

- Management - Defining bookkeeping policies and procedures.
- Maintaining records of financial transactions
 - Records financial data to produce weekly, monthly and annual financial records.
 - Records journal entries to debit and credit the organization's accounts.
 - Generates accounting and audit reports for cash receipts, accounts payable and receivable, expenditures, and profits and losses.
 - Reconciles bank and credit card accounts to quickbooks and reports differences or issues found in financial records.
 - Month-end closings by the 5th business day.
 - Reconcile and maintain the general ledger accounts on a monthly basis.
 - Preparing financial reports by collecting, analyzing, and summarizing account information.
- Payables and Receivables
 - Responsible for invoicing, accounts receivable and posting cash receipts bi-weekly.
 - Enter, code and pay vendor invoices in a timely manner.
 - Create and track customer invoices and payments in a timely manner.
- Reporting
 - Upload monthly financials to Drive for CEO.
 - Provides timely grant reports to VP of Development.
 - Develops and distributes internal financial reports to Program Managers.
 - Provide required documentation for federal, state and local grants.
- Compliance
 - Complying with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
 - Annually provide 1099's and Form 1096 for recipients and IRS.
 - Complete annual audits for appropriate programs, grants and benefits.
- Payroll Management
 - Prepare and process all payroll onboarding paperwork and enter into payroll system.
 - Process Unemployment Compensation claims along with the HR Manager.
 - Payroll: Process bi-monthly payroll. Enter new and updated demographic information of employees. Review and process timecard entries.

All essential duties are to be accomplished based on ADA guidelines. ADA (Americans with Disabilities Act) states that the essential duties are to be successfully completed with or without reasonable accommodations.

Competencies:

- A sincere and deep commitment to the 412 Food Rescue mission.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks.
- Ability to act with integrity, professionalism, and confidentiality.

Physical Demands:

Prolonged periods of sitting at a desk and working on a computer.

Job Requirements:

- The ideal candidate will have a minimum of 3 to 5 years of progressive accounting experience, including prior experience in nonprofits, especially in government grant management.
- An associate's degree or relevant certification is a plus.
- Proficiency in Quickbooks, Google work environment and Microsoft Office.
- Ability to meet deadlines and work under pressure
- Meticulous attention to detail
- Attentive to detail and strong organizational skills

Please send your resume and other related materials to info@412foodrescue.org to apply.