

JOB DESCRIPTION

Director of Accounting

Job Title: *Director of Accounting*
Reports to: *President / CEO*

Department: *Finance*
Classification: *Full Time, Exempt*



JOB SUMMARY

The Director of Accounting will be responsible for financial planning, reporting and strategically managing the accounting and financial activity of each Kansas Food Bank (KFB) location. The Director of Accounting will ensure financial information is timely, accurate and compliant with Generally Accepted Accounting Principles and best practice. The Director of Accounting will serve as a member of the executive leadership team.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Participate as a member of the Leadership Team to bring financial expertise and to work together to provide strategic guidance to the Food Bank.
- Responsibilities may include directing, implementing, and evaluating all financial management functions, including daily bookkeeping, journals, inventory, general ledger, trial balance and maintaining bank accounts
- Oversee accounts payable process including preparation and processing of vendor invoices, review of invoices coding and authorization, and posting and distributing of checks.
- Oversee accounts receivable process including the processing, entry and posting of all invoices, as well as proper reconciliation with inventory reports
- Oversees recording and tracking all restricted funds, including capital campaign revenue, restricted grants, and pass-thru donations to member agencies.
- Maintain all subsidiary schedules of balance sheet accounts including fixed assets, prepaid expenses, etc.
- Conduct account analysis and reconciliation including tracking and reporting of restricted funding.
- Engage with departments to prepare departmental and project budgets for Federal, State and local government contracts; prepare and submit invoices.
- Assist President/CEO and leadership team in preparation of annual operating budget.
- Update accounting policies/procedures and develop standard operating procedures for the department.
- Responsible for monthly reconciliation of general ledger with donor relations software revenue records.
- Work with KFB's Accounting firm to ensure compliance with regulatory requirements related to finance, tax, and corporate registrations (i.e. Uniform Grant Guidance, government programs, sales/property/income tax, state charitable solicitation registrations, state corporate registrations, etc.).
- Prepare and provide all information related to auditors for the annual financial statement audit, federal single audit, tax return, and any other fiscal audits.
- Complete quarterly and yearly filings (NAR, Sales Tax, IFTA, QSS-3e, 1099, 990).
- Prepare financial analyses and data for President/CEO and Board of Directors to track and report financial activities, status of funds, inventory and capital expenses.
- Serve as resource to the President/CEO, Leadership team and board of directors in all financial matters.
- Provide information used in grant preparation, review and management, ensuring all grant guidelines are being followed.
- Provide information and support for the agency that provides KFB payroll and 401K processing.
- Lead the Risk Management function.
- Other duties as assigned.

SKILLS, EDUCATION AND EXPERIENCE

- Commitment to the mission of the Kansas Food Bank.
- Must have a minimum of five years' experience in accounting/finance, to include at least three years in a financial leadership role.
- Highly computer literate, with in-depth experience in accounting software.
- Proficient in Power Point, Excel, Outlook, Word etc.
- Ability to research, interpret, and summarize technical topics. Strong analytical and problem-solving skills are required.
- Must be well organized and detail oriented.
- Excellent interpersonal, verbal and written communication skills.
- Demonstrated ability to work well with all levels of internal management and staff, as well as external stakeholders.
- Required Education: Bachelor's degree in accounting or finance
 - Preferred Qualifications: CPA or Master's degree in finance-related field.
- Three years' experience working in the nonprofit industry.
- Experience in industries with inventory, warehousing, and/or logistics elements.

WORKING CONDITIONS

This position operates in a typical office environment and requires constant use of a computer and other office equipment, such as phones, calculators, computer printers and copy machines. It may involve lifting 20-60 pounds occasionally without assistance; sitting for prolonged periods; moving throughout the food bank in performance of duties; visiting community settings; bending, stooping, and squatting. Must be able to communicate in a clear speaking voice in person and over the phone and interpret instructions and questions when asked. Occasional travel is required. Will need to be able to work outside normal working hours and drive own vehicle for various projects regularly.

POSITION TYPE & HOURS OF WORK

This position requires occasional local travel. Infrequent national and/or overnight travel may be required for agency meetings or for professional development opportunities. Occasional night, weekend or on-call work will be required.

This position description is not designed to be a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

The Kansas Food Bank is an Equal Opportunity Employer, and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law.

To apply for this position, please email a cover letter & resume to Brian Walker at bwalker@kansasfoodbank.org.