

Position Description

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| Position Title: | Principal Accountant |
| Reports To: | Executive Director |
| Class: | Exempt |
| Salary Range: | \$40,000 - \$55,000 |
| Business Hours: | Monday – Friday 7:30a to 3:30p |

SUMMARY

The Principal Accountant is responsible for the financial and risk management functions of the organization. These include the continuous improvement of organizational business systems and ongoing monitoring of control systems designed to preserve company assets and accurate tracking and reporting of financial results.

RESPONSIBILITIES

Financial Management

- Perform daily bookkeeping functions – accounts payable, accounts receivables, billings and late notices
- Month-end and year-end close processing, including general journal and general ledger entries.
- Prepare periodic financial statements/reports.
- Grant/fund related financial and project/program reporting.
- Coordinate audit activities and investigate findings and recommendations.
- Annual budgeting and planning process in conjunction with the Executive Director.
- Monitor organizational cash flow and forecasting; review cash receipts, deposits and donation management for accuracy.
- Document, implement, and update all necessary business accounting practices.
- Monitor reliable control systems; understand and mitigate key elements of the company's risk profile – conduct annual risk assessments and asset audits.
- Process timely payments to vendors while maintaining adequate cash balances.
- Track employee time, complete payroll and personnel related payments and taxes.
- Maintain appropriate insurance coverage.

Human Resources, Business and Administration

- Conduct the annual Employee Benefits Open Enrollment process
- Coordinate the annual Employee Engagement Survey, report results, and engage staff in the development and implementation of improvement strategies.
- Complete any other tasks as assigned by the Executive Director or designee

QUALIFICATIONS

- Degree in accounting, business, management, and/or finance preferred
- Experience using any combination of accounting, inventory, and donation management software systems
- Demonstrated 3+ years of experience in financial management and accounting, ideally in a nonprofit sector
- Experience in partnering with an executive team, and have a high level of written and oral communication skills
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses
- High level of integrity and dependability with a strong sense of urgency and results-orientation
- Flexible, self-motivated, and detail-oriented

BENEFITS

- Health insurance and retirement plan
- Paid holidays, vacation, and Personal Time Off (PTO)
- Personal satisfaction in the work of helping people who depend on charity to put food on the table

Send resumes to: terry@sharedharvest.org

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