



JOB DESCRIPTION

Accountant

Reports to: Chief Financial Officer

Position Status: Full-time, Exempt

General Description: To keep track of all of the daily, monthly, quarterly, yearly financial records of the organization and to ensure that the financial records are current and in accordance with the MFBN Financial Policies and Procedures Manual.

KEY RESPONSIBILITIES

- Work under the direct supervision of the Chief Financial Officer
- Serve as the back-up for all matters related to finance
- Manage accounts payable and receivables ensuring timely payments and recording of receipts.
- Assist with accurate financial reporting with correct GL, department and project codes.
- Make all deposits from checks and cash received in a timely manner.
- Coordinate donor gift receipts with Donor Database Coordinator including reconciliation and processing of funds.
- Assist with annual budget preparation and tracking.
- Maintain all documents according to the document retention policy
- Other duties as assigned.

QUALIFICATIONS & COMPETENCIES

- Four year degree in Accounting, Finance or related area.
- Thorough understanding of GAAP accounting for non-profit organizations
- Willingness to engage in discussions related to finances and financial management
- Non-profit Finance/Accounting experience preferred.
- Excellent analytical skills.
- Proficient in Excel, Outlook and Word and accounting software.

GENERAL RESPONSIBILITIES

- Have a neat, clean appearance.
- Comply with MFBN policies and procedures.
- Be sensitive to the needs of low-income people and to the diverse populations served by the MFBN.

- Commitment to understanding and supporting MFBN's mission. Shows compassion and appreciation for hunger issues.
- Have ability to work as a member of a team.
- Have ability to take initiative.
- Possess a valid driver's license, insurance and access to reliable transportation.
- Be willing to perform other duties as assigned and necessary.