



JOB DESCRIPTION

Position:	Accounting Manager
Department:	Finance
Status:	Full-Time Exempt
Reports to:	CFO

About Food Share of Ventura County:

Food Share is Ventura County's largest hunger-relief organization feeding 75,000 people each month with a staff of 36 employees, 3000 volunteers and a budget of \$5.6 million to distribute 17 million pounds of food annually. The non-profit organization was founded 42 years ago and is an affiliate member of Feeding America and the California Association of Food Banks.

Food Share Culture:

Every day, a group of talented, passionate, committed, hard-working professionals come together to work on a common goal – to lead the fight against hunger in Ventura County. Specifically, our role is to improve the lives of those in need by providing fresh, nutritious food at no cost. Food Share's family of hunger-relief staff and volunteers work together with compassion, commitment and a shared belief that no one should go hungry in Ventura County.

Job Summary

As a critical member of the accounting and finance team, the Accounting managers oversee the accounting department functions with a focus on ensuring the timely monthly closing of the books, and accurate preparation of monthly financial statements and reporting. Accounting Manager must have strong prioritization skills, ability to multi-task, a keen sense of urgency, ability to meet deadlines, and able to take initiative to deliver results.

Job Duties and Responsibilities

- Oversee daily accounting functions, including accounts payable, accounts receivable, revenue recording, cash, and banking transactions.
- Manage the accurate and timely monthly, quarterly, and year-end closing of the organization's books.
- Maintain the general ledger and related account reconciliation to assure the accuracy of assets, liabilities, and equity accounts, including prepaid expenses, fixed asset depreciation, inventory, accruals, and restricted assets.
- Prepare, review, and analyze financial statements to ensure accuracy and completeness.



- Assist in the completion of the annual financial and programmatic audits.
- Manage year-end 1099, use tax, and other company filings.
- Assist in the preparation of the annual budget and forecasting activities.
- Monitor and analyze department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- Works closely with the Grant Management team supporting the timely completion of grant expenditure tracking and timely financial reporting.
- Maintain appropriate tracking of federal fund awards and timely quarterly billing.
- Ensure adherence to GAAP, accounting best practices, company policies, and Federal and State laws.
- Assists in the compliance, review, and documentation of an appropriate system of internal control over financial activities.
- Assess current department practices and procedures and make recommendations for changes.
- Support CFO in preparing ad hoc analysis and reporting, special projects, and other duties as assigned.

Job Qualifications

- Bachelor's Degree in Accounting or equivalent degree.
- Minimum 5 years of accounting experience (non-profit preferred).
- Exceptional knowledge of Generally Accepted Accounting Principles (GAAP).
- Prior experience with audits, grant accounting, and inventory process a plus.
- Experience with accounting software and inventory systems.
- Excellent computer skills and strong knowledge of Microsoft Office Suite (Excel, Word, and Outlook).
- Supervisory experience with the ability to direct lead and direct department if needed.
- Strong sense of discretion and confidentiality.
- Other duties as assigned.

Skills

- High attention to detail and accuracy is critical.
- Ability to multi-task and work well under pressure.
- Works efficiently with excellent organizational skills and ability to prioritize tasks to meet deadlines.
- Strong written and verbal communication skills.
- Motivated self-starter with the ability to work effectively under minimal supervision.
- Team-oriented with excellent interpersonal skills

FOOD Share, Inc. embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain, and promote a talented and diverse workforce in a culture where all employees will contribute to their fullest potential.



* * The above description reflects the general details considered necessary to describe the principal functions and duties as required for the job and shall not be construed as a detailed description or task list of all the work requirements that may be inherent in the job. The job description is subject to change, and additional responsibilities may be assigned depending on operational needs.

Employee Acknowledgement of Receipt

Employee name

Date

Employee Signature