



## Job Description

<b>Position Title:</b>	Accounting Manager
<b>Reports To:</b>	Director of Finance
<b>Department:</b>	Finance and Administration
<b>Status:</b>	Full-Time/Non-Exempt (hourly)
<b>Grade:</b>	9
<b>Salary Range:</b>	\$28.85 - \$34.62/hour
<b>Work from Home Eligible:</b>	40% of time

**Our Mission:** To improve the quality of life for all Rhode Islanders by advancing solutions to the problem of hunger.

**Our Vision:** We envision a state where no one goes hungry.

**Diversity Statement:** The Rhode Island Community Food Bank embodies diversity, serving every part of our state and engaging people from all communities and backgrounds in our work. We are an open and inclusive organization that welcomes, respects, and values all people. Diversity strengthens our organization, so we take responsibility for attracting employees, volunteers and supporters with diverse identities and life experience. When we seek out, recognize, and cultivate diversity within our staff, we create an enriched and more inclusive work environment. Ultimately, it is our collective wisdom that enables us to achieve our mission with creativity and compassion.

### Position Summary:

The Accounting Manager will report directly to the Director of Finance and will be responsible for managing the accounts payable workflow. This position will oversee the tracking and reporting of federal program expenditures and serve as a backup for payroll processing. Additionally, the Accounting Manager will reconcile various general ledger accounts, manage internal audit projects, and oversee the document retention process. The incumbent will also cross-train on all other accounting processes and provide backup support for the Director of Finance, as well as the AP and Finance Coordinators.

### Duties and Responsibilities:

- Manage accounts payable workflow for the organization.
- Responsible for the monthly/quarterly invoice process for federal programs.
- Responsible for maintaining the grant restriction spreadsheet and all appropriate backup for related expenditures.
- Reconcile various general ledger accounts on a monthly basis.
- Prepare required journal entries needed for general ledger account reconciliations.
- Process bi-weekly payroll on a as needed basis.
- Reconcile monthly contributions between the finance department and development department.

- Maintain the fixed asset schedule and calculate monthly depreciation.
- Manage internal audit projects.
- Oversee document retention process for the RICFB.
- Manage 1099 process.
- Prepare quarterly sales tax report.
- Provide backup support for the Director of Finance, Accounts Payable Coordinator and Finance Coordinator, as needed.
- Assist in other administrative tasks as needed.
- Other projects as assigned.

**Qualifications:**

- Associates or bachelor's degree (or candidate) in accounting.
- Five years' experience in accounting and/or bookkeeping.
- Experience with accounting software (Blackbaud's Financial Edge preferred, but not required).
- High proficiency with Microsoft Windows and Office environment (Word, Excel, Outlook) and standard office equipment.
- Detail-oriented, highly organized and able to manage multiple tasks and responsibilities simultaneously while producing accurate work.
- Ability to communicate effectively when speaking and in writing using standard forms of professional and office communication.
- Ability to work independently and as part of a team.
- Ability to work with people from diverse social and ethnic backgrounds.

**Working Conditions:**

Work is typically performed in an office using computers and phones extensively and may be required to lift to 35 pounds on occasion. If the need arises, works outside of normal working hours for special events or other business-related events.

**I have read the above job description, and I understand the job responsibilities that have been set forth.**

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_