

**Job Title:** Accounting Manager  
**Department:** Finance  
**Reports To:** VP of Finance  
**Classification:** Regular, Full-time, Exempt  
**Location:** On-site in Concord, CA

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### **Summary**

As a key member of the Finance Department management team, the Accounting Manager plans and directs accounting activities by performing the following duties, personally or through subordinates.

### **Essential Duties and Responsibilities**

- Provide leadership, coaching, supervision, and on-going training to two direct reports.
- Establish annual goals/objectives and conduct on-going feedback and annual performance reviews.
- Assists VP of Finance in creation of the annual organizational budget and uploads the annual budget to Navision database.
- Monitors cash flows at planned disbursements and advises VP of Finance and creates cash flow projections as needed.
- Reviews and approves cash receipts and journal entries.
- Reviews or performs balance sheet reconciliations on a monthly basis and makes appropriate journal entries.
- Processes the year end close in Ceres database.
- Updates all the financial report schedules when accounts are added/deleted.
- Coordinates the revenue and expenses allocation process.
- 403b Plan:
  - Facilitates the communication of legal requirements to employees on a quarterly and annual basis, as necessary.
  - Coordinates annual meeting with Retirement Plan advisor
  - Monitors and reviews 403(b) loans
  - Prepares for the testing requirements
  - Ensures the timely production of the form 5500's
- Prepares and coordinates information for the assessment of annual employee salary increases. Compares recommendations to budget, prepares and processes all paperwork.
- Performs tasks related to annual recalculation of % allocations of branch and project codes for expenses.
- Prepares for the Interim and Fiscal Year End Audit and ensures compliance.
- Assists and may be called on to perform reconciliation of Fiscal Inventory of Purchased, Fund, Government and Donated Food.
- Reviews and produces monthly and quarterly financial statements for Management, the Finance Committee and the Board of Directors, as directed
- Assists in creating budgets as requested from the Grant Coordinator as part of the submission packet for private grants.
- Completes the finance portion of the Quarterly Poundage Report (QPR) and the Network Activity Report (NAR) annually.
- Coordinates and provides information to the auditors to allow them to compile the annual 990s
- Prepares and submits the required annual ACA reports.

- Prepares and submits the annual 1099s.
- Prepares all annual Dept of Labor reports.
- Creates ad hoc reports as requested by leadership.
- Advises VP of Finance on areas of process improvement where appropriate.
- Other duties as assigned.

**Qualifications**

- Bachelor's degree and two to three years' experience in public accounting and/or three years' experience as an Accounting Manager or Supervisor in a non-profit organization required. An equivalent combination of education and experience may be considered.
- Direct experience supervising and leading teams strongly preferred.
- Demonstrated proficiency with Accounting software, Payroll software, Word Processing software and strong Excel skills.
- Demonstrated experience performing the following:
  - Balance sheet account reconciliation and review
  - Cash projection review
  - Monthly internal financial statement compilation
  - Closing books for year end
  - Posting general journal entries
  - Budget creation
  - 403(b) plans
  - Responding to audit requests
  - Inventory reconciliation
- Familiarity with the following:
  - ACA reporting
  - 1099 reporting
  - 990 reporting
  - Form 5500
- Ability to prioritize and manage multiple projects at once in a fast paced, deadline-driven collaborative environment with people of diverse backgrounds and circumstances.
- Ability to effectively respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to read, interpret, and write professional reports and correspondence.
- Maintain high level of confidentiality at all times.
- Valid California driver's license, current insurance and ability to be insured by Food Bank insurance. May on rare occasion need to drive personal car for work related purposes (mileage will be reimbursed at the standard federal rate).
- Ability to occasionally lift and/or move up to 10 pounds.

**Additional Information**

In instances of a federal, state or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.

**COVID Requirements**

As a condition of employment, FBCCS requires all employees to be fully vaccinated against COVID-19, unless approved for a reasonable accommodation based on disability, medical condition, or religious belief that prevents you from being vaccinated. If you are vaccinated, you are required to have received at least one COVID-19 vaccine prior to your first day of employment and to provide proof of full vaccination status within 30 days.

**Compensation and Benefits**

This is a full-time, exempt position. The non-negotiable starting salary for this position is \$94,000 annually. We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, life insurance, flexible spending account, 403(b) employer matching, and paid leave to eligible employees.

We work to maintain the best possible environment for our employees where people can learn and grow with the organization. We strive to provide an inclusive, collaborative, and creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

**To Apply**

**Please send your resume and any supporting documents to [hr@foodbankccs.org](mailto:hr@foodbankccs.org) with the subject line: "Accounting Manager." Email submission is preferred.**

**Or by mail to:**

**Food Bank of Contra Costa and Solano  
Attn: Human Resources  
4010 Nelson Ave  
Concord, CA 94520**

**FBCCS is an Equal Opportunity Employer and complies with applicable state and local laws governing nondiscrimination in employment in every location in which the FBCCS has facilities.**

**We strive to create a workplace and organization that reflects the communities we serve where everyone feels empowered to be their full, authentic selves. Together, we work innovatively to effectively serve our community. Underrepresented groups are welcomed and encouraged to apply.**

**FBCCS does not have the resources to sponsor visas, nor any open positions eligible for the H-1B program.**

For more information about us, please visit: <http://www.foodbankccs.org/careers>