



Job Opening

Job Title: Accounting Manager
Department: Finance
Reports To: Director of Finance
Classification: Regular, Full-Time, Exempt
Location: On-Site, Concord, CA

Who We Are

For 50 years, the Food Bank, made up of a diverse staff, dedicated Board of Directors and passionate volunteers, has been leading the fight to end hunger in partnership with our community and in service of our neighbors in need.

About this Opportunity

The Accounting Manager plays a key role in advancing the food bank's mission by ensuring the financial health and integrity of the organization. Reporting to the Director of Finance, this position oversees day-to-day accounting operations, manages a small team, and partners with departments across the organization — including Development, Programs, and Operations — to support budgeting, grant reporting, and resource allocation. This is a hands-on leadership role for a detail-oriented professional who is energized by purposeful work and committed to financial stewardship in service of the community.

Essential Duties and Responsibilities

Accounting & Financial Reporting

- Review and approve cash receipts, journal entries, and monthly balance sheet reconciliations
- Monitor cash flows and prepare projections as needed.
- Oversee monthly and quarterly financial statements for management, the Finance Committee, and the Board.
- Process year-end close and maintain financial report schedules.

Budgeting & Grants

- Support the Director of Finance in developing the annual budget and loading it into Navision
- Coordinate staff expense allocation worksheets across departments.
- Assist the Development team with grant budget submissions.

Audit & Compliance

- Lead audit preparation: reconcile accounts, coordinate information requests, respond to auditors, and follow up on recommendations.
- Coordinate annual 990 preparation; ensure timely filing of ACA reports, 1099s, and all Department of Labor reports.

Retirement & Payroll Support

- Oversee 403(b) administration including loans, plan testing, Form 5500 preparation, and employee communications.
- Participate in semi-annual meetings with the Retirement Plan advisor.

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Team Leadership

- Supervise, coach, and develop direct reports; conduct performance reviews and set annual goals.
- Drive process improvement and workflow modernization using appropriate AI tools.

Other

- Complete finance portions of the QPR and NAR reports; assist with food inventory reconciliation; prepare annual salary increase recommendations.

Qualifications

- Bachelor's degree with 2–3 years in public accounting, or 3+ years as an Accounting Manager/Supervisor in a nonprofit; equivalent combinations considered.
- Direct supervisory experience preferred.
- Strong Excel skills; proficiency in accounting and payroll software.
- Demonstrated experience with balance sheet reconciliation, financial statement preparation, year-end close, journal entries, budgeting, 403(b) administration, audit support, and inventory reconciliation.
- Familiarity with ACA, 1099, 990, and Form 5500 reporting.
- Strong analytical, organizational, and communication skills; ability to manage competing priorities in a fast-paced environment.

Additional Information

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

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or type.

Compensation

This is a full-time, Exempt position. To ensure internal pay equity, the non-negotiable starting pay for this position is \$101,928 annually.

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To Apply

Please send your resume, cover letter, and any supporting documents to hr@foodbankccs.org with the subject line: "Accounting Manager".

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>