



Heart of Alabama Food Bank Position Description

Position: Bookkeeper
Reports to: Chief Operating Officer
Salary: \$43,922 - \$55,000
Status: Non-Exempt Salary

Description

The bookkeeper is responsible for recording, classifying, and maintaining HAFB's financial transactions, including sales, purchases, receipts, deposits, and payments in order to generate accurate financial reports like balance sheets, income statements, and cash flow statements. The bookkeeper works directly with the third-party accounting firm to ensure the integrity of financial records and compliance with accounting standards. The bookkeeper manages accounts payable and receivable, processes payroll, and reconciles local, state, and federal grant expenditures to maintain accurate financial data for the organization.

Duties and Responsibilities

Processes and classifies vendor invoices, sends customer invoices, and tracks outstanding balances

Enters Partner Agency payments into inventory control accounting system and provides monthly statements to agencies with outstanding balances

Oversees partner agency credits and application of credits to outstanding invoices

Maintains record of past due partner agency accounts and works with Partner Services team to collect past due amounts

Processes and classifies deposits of checks, cash, and credit card payments

Classifies all grant funds according to their funding source and maintains a running balance of grant related income and expenditures

Works with Grants Manager to reconcile grant income and expenses

Provides monthly bank statements and other organizational financial reports to third-party accounting firm

Works with HR Specialist to process payroll to include maintaining the record of employee work and leave hours and necessary deductions per pay period

Maintains record of vendor financial contracts and credit applications and related documents

Assists with annual audit by timely providing required financial records and documentation for review

Assist with development of annual budget and other decisions related to the financial issues of the organization

Completes all other duties as assigned

Qualifications

Bachelor's Degree preferred and at least 3 years bookkeeping/accounting experience; non-profit accounting experience preferred

Proficiency in accounting software (QuickBooks, Xero, etc.)

Proficiency required in the use of Microsoft Office Word, Excel, and Outlook Software

Must be self-motivated, detail-oriented, and able to work independently to meet deadlines.

Excellent organizational and interpersonal skills

Numerical fluency and analytical abilities

Understanding of basic accounting principles

Excellent oral and written communication skills required

Ability to research, summarize data and prepare reports

Ability to work in a fast-paced work environment balancing multiple projects

Willing to work flexible coverage as needed

Unquestionable ethical standards and integrity required

Assists others to achieve goals and complete work to meet the needs of the team and the organization

Must be creative, enthusiastic, flexible, and mature

Ability to work with people of diverse backgrounds

Must be reliable and dependable

Maintain compliance with established Food Bank directives, policies and external regulations

Valid driver's license and own transportation to work required. Maintain safe driving record in driving company vehicles

Physical Requirements

The demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodation may be provided to enable individuals to perform the tasks outlined in this job description.

The position operates primarily in an office setting within the Food Bank. This position requires sitting at a desk for long periods of time and involves extensive computer work with frequent interruptions. Vision abilities required include close vision and the ability to adjust focus. Routine travel to functions and special events is normal. Occasionally, may be required to respond to organizational needs outside of normal working hours. The employee may be required to walk, stand, push, pull, lift, bend, and carry objects up to 30 pounds. With forklift traffic in the facility and product stacked and stored throughout, this position requires someone who is mobile and who can hear and watch for traffic and normal hazards of a warehouse environment. Occasionally, conducts work in an external environment that requires driving.

My signature indicates that I understand my duties and responsibilities and intend to adhere to all of the requirements of this position fully. If at any point I fail to understand what is required, I will seek to gain clarity from my chain of command.

Print Name: _____ Date: _____

Signature: _____