

# The Food Trust

Ensuring That Everyone Has Access To Affordable, Nutritious Food



## FISCAL COORDINATOR

PHILADELPHIA, PA

The Food Trust is a nationally recognized nonprofit dedicated to ensuring that everyone has access to affordable, nutritious food and information to make healthy decisions. Headquartered in Philadelphia, The Food Trust works with neighborhoods, schools, grocers, farmers and policymakers in the city and across the country to develop a comprehensive approach to improved food access that combines nutrition education and greater availability of affordable, healthy food. More information about The Food Trust is available at [www.thefoodtrust.org](http://www.thefoodtrust.org).

### POSITION SUMMARY

The Food Trust is seeking a qualified Fiscal Coordinator who will be responsible for accounts payable, organizational payroll processing, employee expense reports and company credit cards, prepare and make bank deposits, and record cash receipts. Related to the Farmers Market, the Associate will process EBT and Food Bucks reimbursements, and invoice farmers monthly. The Associate will use automated systems to input data and generate reports, conduct specialized research projects and respond to inquiries.

The Associate has the primary responsibility for organization of financial records including scanning/saving documents, routine filing, copying, data input and other routine accounting duties.

The Fiscal Coordinator will report directly to the Controller and participate in departmental activities as necessary.

### ESSENTIAL FUNCTIONS

- Accounts Payable: ensure accurate account coding, regular check runs, maintain vendor information including obtaining W-9 Forms
- Process and manage bimonthly employee payroll and payroll related matters utilizing ADP Workforce Now including reporting functions
- Employee Expense Reports & Company Credit Cards: ensure accurate coding, receipts and approvals, timely input into accounting software for reimbursement through payroll
- Bank Deposits & Recording of Cash Receipts: weekly deposits and timely cash application entries in accounting system
- Monthly Farmer EBT and Food Bucks reimbursements
- Monthly Farmers Market Invoicing
- Adhere to The Food Trust's security guidelines and ensure the appropriate handling of sensitive financial information.
- Completes special projects specific to the function of the department or as needed for the department as directed by the Director of Finance and/or Controller.
- This position has access to sensitive The Food Trust financial information and is expected to handle such information with integrity and professionalism.
- Other duties as assigned within the scope of position expectations.

*The Food Trust adheres to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran status, disability or sexual orientation*

## **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Understanding of The Food Trust's mission, goals, and objectives and ability to work independently with a high level of energy and contribute as part of a larger team.
2. Strong understanding of and ability to perform generally accepted accounting principles, concepts and practices.
3. Ability to operate a computer and use a variety of common software programs including Microsoft Office, spreadsheets, and customized databases.
4. Ability to organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment.
5. Strong written and verbal communication skills and effectively communicate with individuals and groups.
6. Possesses strong interpersonal skills as demonstrated by courteous, cooperative, and professional interaction with diverse groups of co-workers, external business partners, vendors, funders, and financial institutions.

## **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.

1. While performing the duties of this job, the employee will frequently stand; walk; sit; use hands to finger, handle, or feel objects, tools or equipment; reach with hands and arms; balance; talk or hear. The employee will occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.
2. The employee will spend a majority of time sitting at a desk working at a computer workstation keyboarding and performing routine clerical duties.
3. The employee must occasionally lift and/or move up to 25 pounds.
4. Operate related office equipment and use necessary tools.
5. Primarily work seated at a computer workstation with frequent use of a keyboard.
6. Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics 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.

1. The noise level in the work environment is usually moderate.
2. Although work is primarily indoors, you will be required to travel outside to The Food Trust locations/special events.
3. Position may require occasional trips to attend conferences seminars, and meetings.
4. May require working non-traditional hours based on operational needs.

**EXPERIENCE, EDUCATION, AND LICENSURE**

**Minimum Experience:** At least two years of accounting and payroll related experience working with non-profits, grants, or other funding sources is required. MIP software and ADP payroll experience preferred; Microsoft Office experience required.

**Minimum Education:** BA/BS degree from an accredited college or university in Business or Accounting or other related field of study.

Equivalent combination of experience and education will be considered.

**SALARY/PAY RATE:** COMPETITIVE

**EMPLOYMENT CATEGORY:** FULL TIME

**JOB OPEN DATE:** IMMEDIATELY

**TO APPLY:** E-mail your résumé and cover letter to [jobs@thefoodtrust.org](mailto:jobs@thefoodtrust.org). Please reference "Fiscal Coordinator" in the subject line. Please do not call.