

The Food Trust

Ensuring That Everyone Has Access To Affordable, Nutritious Food



SENIOR ACCOUNTANT

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.

POSITION SUMMARY

The Food Trust is seeking a qualified Senior Accountant who will be responsible for managing the grant invoicing process, completing the monthly financial close process, and handling general ledger maintenance of balance sheet accounts. The Senior Accountant will serve as the key financial liaison for various projects and grants and participate in the department's annual audit preparation process. The Senior Accountant will report directly to the Controller and participate in departmental activities as necessary.

ESSENTIAL FUNCTIONS

- Grants Invoicing: Monthly/quarterly grants invoicing as required by the grantor; backup documentation and schedules (including TRACKS); monitor ASAP system for payments.
- Month-End Closing Process: Complete recurring journal entries, indirect cost calculations, allocations, account schedules and reconciliations including aged receivables.
- General Ledger Maintenance: Ensure balance sheets are audit-ready at the end of each quarter.
- Review Accounts Payable batches to ensure accurate account coding and approvals.
- Maintain and update accounting software system for new, inactive, or deleted account codes and grant codes.
- General ad-hoc budget reporting from accounting software system when requested by program managers.
- Serves as financial liaison with grantor and sub-grantees (if applicable) for various programs and/or projects. Attend program meetings, design and track and review external budget sheets for sub-grantees of the project.
- Assist in the agency's annual financial audit preparation.
- Adhere to The Food Trust's security guidelines and ensure the appropriate handling of sensitive financial information. Attends relevant staff meetings to promote communication and execution of goals.
- 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.

KNOWLEDGE, SKILLS, AND ABILITIES

- 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.
- Strong understanding of and ability to perform generally accepted accounting principles, concepts and practices.
- Ability to compile and review financial data and provide analysis and recommendations of trends, budget variations, and other related financial issues.
- Ability to operate a computer and use a variety of common software programs including Microsoft Office, MIP, spreadsheets, and customized databases.

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

- Ability to organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment.
- Strong written and verbal communication skills and effectively communicate with individuals and groups.
- 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 related experience working with non-profits, grants, or other funding sources is required.

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

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. Please reference "Senior Accountant" in the subject line. Please do not call.