

# Director of Finance

## Southeast Texas Food Bank

### **JOB SUMMARY**

A full-time position with chief duties focused on completing the daily financial transactions of the organization and assisting the CEO with daily invoicing and inventory duties. Candidates for this position must have a very strong familiarity and previous experience with Quickbooks accounting software and the ability to learn the organizations inventory tracking system (currently Primarius). This position reports to the CEO and collaborates closely with other members of the management team.

### **KEY RESPONSIBILITIES**

1. Manage and record financial transactions associated with member social service agency accounts. These duties include : daily data entry of customer invoices and payments, tracking accounts receivable and monitoring collections of overdue invoices, preparing customer statements for monthly billings, general maintenance of customer accounts, and answering questions from customers regarding their accounts.
2. Make daily check deposits remotely and prepare non-check transaction for deposit, review expenses, code expenses, and prepare checks for payment, prepare semi-monthly payroll, monthly payroll tax deposits, quarterly and end of year payroll reporting, assist in grants management and reporting, including preparation of monthly grant reimbursement requests, produce profit and loss and balance sheet statements, and any other recurring or specialized financial reports required by management.
3. Support the Operations team with food commodity inventory management. Associated duties are : Developing general working knowledge of inventory software, for example, preparing order pick lists for staff, preparing invoices for customers, and daily data entry of inventory sheets. Preparing and updating food order forms to reflect fluctuations in inventory and changes in allowed allocations. Reconciling financial records with inventory records monthly and working with Operations team to prepare the Quarterly Poundage Report for internal and external reporting of food distribution activity.
4. Preparing monthly reconciliation reports for all bank accounts and maintaining detailed records on all Food Bank investment accounts.
5. Maintain employee retirement accounts (401K), employee health and dental insurance accounts, personnel files, vendor files, and company insurance accounts (workers Comp., liability, auto, directors and officer liability, etc.)
6. Support external auditors and accounting firms, as needed, in journal adjustments, period closings, and other tasks associated with accounting practice consultation and annual audit of operations.
7. Serve as back up in answering phones and fulfilling other miscellaneous clerical and office duties, as needed.
8. In the event of a disaster, join other Food Bank employees in returning to work at the discretion of the CEO to provide emergency community response, once early responders and Food Bank management have made reasonable accommodations for the employees safety.
9. Assist with any special projects as assigned.

**Salary is dependent on experience. The Southeast Texas Food Bank is an equal opportunity employer.**