



Position Description

Position Title:	Accounting Specialist	Direct Reports:	None
Department:	Finance and IT	Classification:	Exempt
Location:	Kent County	Position Status:	Full Time
Reports To:	Accounting Manager	Approved Date:	05.21.2024
		Revision Date:	

Position Summary:

The Accounting Specialist leads finance processes related to the expenditures of the organization, including accounts payable, tracking and recognition of prepaid expenses, maintaining fixed asset and depreciation schedules, monthly sales tax reporting, credit card entry and import, and preparation of annual 1099 forms. This role also supports the mail intake process and performs other finance related administrative tasks as assigned.

Organizational Values:

Kids' Food Basket believes all children have a right to equitable, consistent access to the nutrition they need to grow.

Since its inception in 2002, Kids' Food Basket has grown from serving 125 students in Kent County to serving thousands of children daily across four counties (Kent, Muskegon, Ottawa, and Allegan) with healthy nourishing meals through our flagship Sack Supper program and other community-driven meal provision programming.

In addition, over the past two decades, Kids' Food Basket has also increased healthy food access for our communities through the growth and distribution of sustainably grown vegetables and fruits on our chemical-free, sustainable farms. Nourishing healthier generations of children is at the core of Kids' Food Basket's mission and is what we strive for daily through our five commitments:

- We **Nourish** our future by providing ready to eat healthy food on a daily basis to children in need,
- We **Grow** by increasing healthy food access for our communities through the growth and distribution of sustainably grown vegetables and fruit,
- Our community **Learns** through the use of our facilities and farmland as classrooms to foster learning and empowerment across economic barriers,
- We **Engage** our diverse community to work for Good Food for all,
- We **Advocate** for systems change by educating our community and legislators about our work, while supporting efforts that improve systems and empower families to break down the cycle of poverty and hunger.

Job Responsibilities:

1. Primary finance team point person for organization credit cards, including allocating funds, assisting in coding, uploads into Business Central, and provides training to card holders and users as necessary.
2. Responsible for gathering invoices, accurate coding, and sending approvals in accordance with the Accounting Policies and Procedures handbook and Internal Controls based on development of electronic workflow processing. Follows up on outstanding items to ensure timely payment and accurate reporting. Enters into Business Central and prepares for payment.

3. Processes check and ACH payments on payables once posted in accordance with cash flow and payment policies, including printing checks and routing to check signers.
4. Maintains, schedules, and processes journal entries to ensure expenses are recognized on accrual basis, including tracking pre-paid expenses and recognizing when incurred.
5. Thoroughly reviews mileage and staff reimbursement requests, ensuring accurate coding and accordance with the mileage reimbursement policy.
6. Prepares cash deposit to bank institution when necessary and gives to administrative assistant to complete physical deposit.
7. Maintains W-9 forms and prepares annual 1099 forms.
8. Maintains fixed asset listing for all locations and calculates monthly depreciation.
9. Other duties as assigned.

Supervision Received:

General Direction: Plans and arranges own work. Uses a wide range of procedures to accomplish assigned objectives.

Supervisory Responsibilities:

Not applicable.

Education & Experience:

1. Associates degree required. Bachelor's degree preferred.
2. Four (4) or more years of relevant experience.

Other Knowledge, Skills & Abilities:

1. Proficient in Microsoft Office Suite, with emphasis on Excel.
2. Experience with accounting software. QuickBooks or Microsoft Business Central preferred.
3. Familiarity with donor database systems. Raiser's Edge experience preferred.
4. Knowledge of Generally Accepted Accounting Principles (GAAP).
5. Excellent written and verbal communication skills.
6. Strong organizational skills, excellent attention to detail, strong attention to follow through.
7. Ability to solve problems, analyze systems and data, and make suggestions for improvement.
8. Ability to handle confidential financial information and ensure that sensitive files are properly secured.
9. A sense of optimism and an assets-based way of viewing people and situations.
10. Ability to effectively interact with a diverse population from a variety of ethnic and socioeconomic backgrounds.
11. Have a desire to develop a basic understanding of hunger and poverty issues in West Michigan.

Physical Requirements:

Average Daily Physical Requirements	None	On Occasion	Less than 2 hours	2 to 5 hours	More than 5 hours
Work in stationary position					X
Move about work area		X			
Use hands/fingers to handle or feel					X
Reach with hands and arms		X			
Ascend/Descend (stairs/ladder/etc.)		X			
Bend, stoop, kneel, crouch, or crawl		X			
Communicate with various parties					X
Detect flavors or smells	X				
Ability to push, pull, and lift up to 30 pounds		X			
Visual acuity					X
Read and understand written word					X
Drive/Travel		X			
Operate computer and general office machines					X
Operate Machines:	X				
Other:					

Environmental Conditions:

Average Daily Environmental Conditions	None	On Occasion	Less than 2 hours	2 to 5 hours	More than 5 hours
Normal office environment: No exposure to extreme heat, cold, noise or chemicals or hazardous equipment.					X
Warehouse environment: Exposure to dust, warehouse equipment, varied temperatures, and noise.		X			
Farm: Regular and continuous exposure to outside elements such as weather, animals, insects, etc.		X			
Travel: Limited exposure to outside elements.		X			
Other:					

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. The Company reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the Company's at will employment status.

Benefits

Kids' Food Basket offers a competitive benefits package to full-time employees including medical, dental, vision, short-term disability, life/accidental death & dismemberment, flexible spending accounts, 401(k) plan with employer match, a generous PTO policy with 4 weeks in the first year of employment, paid holidays and more. Benefits eligibility begins on the first day of the month following the date of hire. 401(k) plan eligibility is after 6 months of employment.

Equal Employment Opportunities

Kids' Food Basket provides Equal Employment Opportunities (EEO) to all applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, height, weight, marital status, genetic information, qualified disability, veteran status or any other protected characteristic. In addition to federal law requirements, we comply with applicable state and local laws governing nondiscrimination in employment.

**If you are interested in applying for an open position, please send your cover letter, resume and compensation requirements to humanresources@kidsfoodbasket.org
Please NO PHONE CALLS or Drop-Ins.**