

**JOB POSTING**

***Assistant Finance Director***

**ABOUT US**

*Inter-Faith Food Shuttle envisions a hunger free community. We feed our neighbors, teach self-sufficiency, grow healthy food, and cultivate innovative approaches to end hunger. As a member of Feeding America, the Food Shuttle distributes over 9 million pounds of food per year, 37% of which is fresh produce. From Grocery Bags for Seniors, BackPack Buddies, and School Pantries; to Community Health Education and Mobile Markets; Catering and Culinary Job Training; and Community Gardening and a 14-Acre Farm; we go directly to the point of need to empower people and overcome the burden of hunger.*

*The Assistant Finance Director works closely with the CFO and President/CEO to achieve the organization’s financial objectives. The Assistant Finance Director will report directly to the CFO and manage day-to-day accounting operations including revenue, accounts payable/receivable, and will assist with the preparation of the annual budget. Will demonstrate a passion for social services, adhere to the highest ethical standards, demonstrate an empathetic disposition and perseverance, and respect for the people we serve. Advancement potential.*

**DUTIES AND RESPONSIBILITIES**

* Oversee and manage day-to-day accounting operations, including general ledger, payroll, accounts payable, accounts receivable, and month-end close.
* Ensure that all financial record systems are maintained in accordance with Generally Accepted Accounting Principles (GAAP) and the requirements of private, state, and federal funding partners.
* Maintain internal controls and safeguards for receipt of revenue, costs, and budgets.
* Position prepares and submits bi-weekly payroll and assists with daily accounting tasks as needed.
* Prepare month-end close including reconciling ledgers and Balance sheet accounts and

distribute monthly department financials.

* Manage grant tracking and reporting.
* Work with Development team to produce grant budgets and reports.
* Hire and train accounting staff.
* Assist in the development of financial policies and procedures.
* Assist in the preparation of the annual budget and monitor performance versus actual. Assist CFO in educating senior management and department directors in the budgeting process and financial issues impacting their budgets.
* Assist in the preparation of financial forecasts made throughout the year.
* Assist with preparation for the annual financial audit, mandatory state and federal program audits, preparation and submission of the IRS 990 report.
* Assist with maintenance of organization insurance programs and office equipment maintenance.
* Other duties as assigned by CFO or President/CEO.

**QUALIFICATIONS**

* + Bachelor’s degree in accounting, finance, or business administration.
  + 5+ years of experience in the full cycle of accounting. Nonprofit experience preferred.
  + Strong proficiency in accounting software, QuickBooks preferred.
  + Strong time management skills with ability to prioritize deadlines.
  + Strategic thinker with sound technical skills, analytical ability, good judgment, strong customer service focus, and passion for the mission.
  + Experience entering data with attention to detail and good math skills to make necessary calculations.
  + Ability to record investment activity.
  + A well-organized and self-directed individual who is a team player.
  + Excellent verbal, written, analytical, and persuasive skills
  + Excellent computer skills with MS Office.

**Knowledge, skills, and abilities**

* + Self-awareness
  + An ability to think critically
  + Tenacity
  + Thoughtfulness about organizational culture
  + A focus on excellence
  + An ability to motivate, inspire, and influence
  + An ability to accept responsibility and lead by example
  + A passion for the mission of the organization
  + Strong interpersonal skills and emotional intelligence
  + An ability to think strategically

**CORE COMPETENCIES**

**Analytical Thinking** - The ability to tackle a problem using a logical, systematic, sequential approach.

**Technical Expertise -** The ability to demonstrate a depth of knowledge and skill in a technical area.

**Forward Thinking** - The ability to anticipate the implications and consequences of situations and take appropriate action to be prepared for possible contingencies.

**Building Collaborative Relationships** - The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.

**Integrity –** Carrying out professional activities in an honest, professional, and ethical manner.

**WORKING CONDITIONS**

Computer work within an office environment is expected, with extended hours as needed. Position is on-site with ability to work one day per week remotely.

**PHYSICAL REQUIREMENTS**

Must be able to lift 40 pounds.

**DIRECT REPORTS**

Accounting Coordinator

**EEO and Everify**

**Equal Employment Opportunity (EEO) [Inter-Faith Food Shuttle]** provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity.

**ADA Compliant: [Inter-Faith Food Shuttle]** is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact [HR department].

**Inter-Faith validates the right to work using E-Verify.** Inter-Faith will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee’s Form I-9 to confirm work authorization.

**COMPENSATION & BENEFITS**  Pay Rate: $68,500 - $72,000. Benefits include medical, dental, life, and long-term disability insurance. Simple IRA retirement plan with matching contribution. Paid Time Off (PTO) and twelve (12) paid holidays.

**TO APPLY**

Please send **resume and cover letter** to [recruiter@FoodShuttle.org](mailto:recruiter@FoodShuttle.org)

***Inter-Faith Food Shuttle is an Equal Opportunity Employer. We respect and seek to build a team of individuals from diverse cultures, perspectives, skills and experiences.***