Finance Associate Job Description

Facility: Brazos Valley Food Bank (BVFB)

Position: Full-time (30 hrs week)

Position Title: Finance Associate

Department Name: Administration

Reports To: Executive Director

Job Summary of the Assembly Coordinator:

The Brazos Valley Food Bank (BVFB), a private, non-profit, charitable organization that provides hunger-relief in the Brazos Valley, is in search of an experienced, **Full-Time Finance Associate** (30 hours/week) to support our organization based in Bryan with its day-to-day administration of Finance related activities.

Responsibilities include, but are not limited to:

Bookkeeping

- Monitoring/managing accounts payable
- Payroll reporting to payroll processing service (payroll is outsourced) and payroll entry to record expense
- General ledger
- Bank, cash, credit card and PayPal reconciliations
- Bank deposits preparation
- Monthly credit card and ACH donation transaction processing
- Check preparation for bill payment
- Shared maintenance/promise to give invoicing

Financial Forecasting

- Preparation of annual budget with assistance from Managers and Executive Director
- Financial/reimbursement reports for grant applications and reports
- Financial support to senior management as needed

Human Resource Assistance

- Tracking of Paid Time Off for staff
- Health Insurance enrollment/cancellation

Other

- Working closely with annual, independent financial auditors
- Assistance with physical food inventory reconciliations
- Financial file maintenance
- Follow all BVFB written Policies & Procedures

- Proactively assist BVFB in adhering to GAP, auditor and donor restrictions and recommendations
- Get approval from the Executive Director in advance of any unbudgeted financial expenditures
- Attend and come prepared for all 1:1 sessions with the Executive Director
- Attend and actively participate in All Staff Quarterly scheduled staff meetings
- Communicate effectively, appropriately and in a timely fashion with the Executive Director
- Other duties as assigned

Qualifications

Educational
Accounting degree preferred.

Professional
- Minimum of 3-5 years of bookkeeping experience (preferably with a non-profit organization)
- Past experience tracking expenses for grants, including developing reimbursement reports
- Proven ability to work collaboratively with other staff/other departments to complete tasks
- Ability to communicate procedures across the organization in an open and effective way
- Experience developing an organization-wide budget, utilizing input from various departments
- Understanding of office procedures/management a plus

Computer/Technical Skills
- Proficiency in accounting software in a past position. BVFB uses MIP Accounting.
- Proficiency in MicroSoft Office, in particular Excel and its full range of functions
- Proficiency using email (Outlook) and web-based tools
- Experience with other non-profit management tools a plus (we use Abila FR50 for donors and Primarius for inventory tracking)

Other
- Must be conscientious and detail-oriented
- Ability to handle multiple tasks with minimal direction
- Integrity and understanding of confidentiality a must
- Good written and verbal communication skills a needed (ability to explain concepts in basic terms, as well as the ability to interact professionally with donors)
- Ability to work cooperatively under pressure with a diverse range of people and demonstrated ability to communicate tactfully with all members of society
- Proven follow-through
- Ability to set priorities, identify goals and plan effectively
- Ability to juggle multiple projects with attention to detail and accuracy while adhering to deadlines in a high-energy, fast-paced environment
- Exercise good judgement and discretion; strong ethical character with firm boundaries
- Must be able to pass criminal background check
- Possible overnight stays for conferences/trainings

Machines, Tools, Equipment and Materials used on job
- Telephone/Voicemail
- Computer/Printer/Copier/Scanner

Schedule
Flexible; however, the schedule needs to be standard week to week.

The Brazos Valley Food Bank is a small to medium size nonprofit charity. Those of us that work here do so because we believe in the mission of helping people. We depend on each other and need everyone and anyone that works here to be responsible and responsive to fulfill our mission. So, if you are looking for more than just a job - if you wish to become become a part of a team that feeds the hungry in the Brazos Valley, you are invited to send a resume and brief cover letter by email with the reference line: Finance Associate to tmangapora@bvfb.org.

Only applicants considered for an interview will be contacted. No calls please.

The Brazos Valley Food Bank is an Equal Opportunity Employer (EOE).