

**EASTERN ILLINOIS FOODBANK
JOB DESCRIPTION**

JOB TITLE: Staff Accountant

REPORTS TO: VP of Operations & Administration

STATUS: Part-Time Hourly, Non-Exempt (Approximately 20 Hours Per Week)

HOURS: Monday-Friday as scheduled, Weekends as needed

PRIMARY FUNCTION:

Accurately process information pertaining to accounts receivable, accounts payable, payroll, inventory, and revenue accounts. Manage fixed assets and process monthly general ledger entries. Assist with preparation of monthly financial statements.

PRINCIPAL DUTIES & RESPONSIBILITIES:

Accounting

- Develop proficiency in financial accounting software and related databases
- Assist with Accounts Payable and Receivable transactions
- Prepare bank account reconciliation
- Prepare General Ledger entries and assist with financial statement preparation
- Manage fixed assets, including depreciation
- Assist with annual financial audit; Feeding America and IDHS monitors as needed
- Maintain record storage system according to EIF Policy

Inventory Management

- Accurately and timely prepare reports and filings for food programs, including but not limited to, Feeding America and IDHS
- Prepare inventory reports as directed
- Assist with physical inventories and reconciling inventory

Administrative

- Assist in creating a professional and efficient office environment

Other duties and special projects as assigned

EIF Internal Relationships:

- Works with administrative staff to ensure timely and accurate record keeping.
- Works with development staff to maintain positive donor relations and volunteer experiences.

QUALIFICATIONS:

Skills, Education, Experience and Attributes

- College Degree in Accounting
- Experience in similar position (minimum of two years)
- MS Office proficient; including Outlook, Word and Excel
- Strong attention to detail
- Ability to work accurately with numbers
- Pleasant and professional demeanor
- Strong Communication Skills
- A sense of humor