



## **JOB POSTING**

*Accounting Coordinator*

### **BACKGROUND**

Founded in 2005 at two schools in Louisville, KY, Blessings in a Backpack provides elementary school children who qualify for the federal free and reduced price meal program with a backpack of food to take home each weekend during the school year. Backpack food includes easy-to-prepare, ready-to-eat foods, such as granola bars, juice boxes, mac and cheese, and oatmeal.

Blessings' backpack program is executed through its network of program sites led by volunteer program coordinators. With support from Blessings in a Backpack's national office and community partners, program site volunteers secure food, fill backpacks and distribute backpacks each school week to children who face food insecurity.

Since its incorporation in 2008, Blessings has experienced 700% growth. Today, Blessings is a national organization serving more than 98,000 school children at over 1,000 schools in 47 U.S. states and Washington, D.C.

### **POSITION SUMMARY**

Reporting to the Director of Accounting, the Full-time Accounting Coordinator is responsible for providing support to the Finance Team in the day-to-day management and accounting of funds donated to BIB. The detail-oriented candidate will have proven knowledge of Generally Accepted Accounting Principles and bookkeeping practices and have a minimum of two years' experience in an accounting position.

### **RESPONSIBILITIES**

- Preparing bank deposits
- Entering/importing donor data from multiple sources into the Client Relationship Management (CRM) software (Blackbaud).
- Creating and running report in CRM and/or accounting software.
- Entering event income and expenses into CRM, working with volunteers to ensure proper accounting of events.
- Preparing customized acknowledgement letters for tax purposes.
- Providing program support to staff, donors and volunteers.

## **KNOWLEDGE/SKILLS/ABILITIES**

- Knowledge of and high proficiency with Microsoft Office Word and Excel. Ability to learn new technologies as needed. Prior experience with Blackbaud database and general ledger software is a plus.
- Strong organizational and time management skills and attention to detail in order to work under pressure and meet tight deadlines.
- Management of multiple projects simultaneously.
- Ability to work well independently and be self-motivated.
- Ability to communicate effectively both orally and in writing to staff, volunteers, and donors in a positive, professional and courteous manner.
- Ability to adhere to strict confidentiality requirements and conflict of interest policies.

## **REQUIREMENTS**

Minimum two years' experience in an accounting position and an Associate's or Bachelor's degree with a major in accounting or related field.

## **BENEFITS**

Medical Insurance, Dental Insurance, Paid Personal Time, Paid Holidays, FSA Plan, 403(b) Plan.

This position is based in Louisville, KY and there are no relocation benefits provided. To apply for this position, please send a resume, cover letter and salary requirements to: [finance@blessingsinabackpack.org](mailto:finance@blessingsinabackpack.org).

*We are an Equal Opportunity Employer and take pride in a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, sexual orientation, national origin, age, marital or veteran status, medical condition or disability, or any other legally protected status.*