



## **Staff Accountant**

**Date:** May 2, 2022

**Reports to:** Director of Accounting

### **BACKGROUND**

Blessings in a Backpack (Blessings) mobilizes communities, individuals, and resources to provide food on the weekends for school-aged children across America who might otherwise go hungry. Each week of the school year, Blessings and its thousands of volunteers and partners send a bag of food home with children who, during the week, are fed by the free and reduced- price meal program.

During the 2020-2021 school year, approximately 88,000 children at over 1,000 schools across the country received a bag of weekend nutrition from Blessings in a Backpack each week.

### **POSITION SUMMARY**

Reporting to the Director of Accounting, the Staff Accountant is a full-time position responsible for the day-to-day management and accounting of funds donated to Blessings in a Backpack. The detail-oriented candidate will have proven knowledge of Generally Accepted Accounting Principles and bookkeeping practices. The position will be based in our Louisville, KY office and will be a hybrid of in-person and remote work.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Process credit card payments received through CRM system or lockbox.
- Research and batch donations received via social media (such as Facebook and Instagram), event software, and other third-party sources to the Client Relationship Management Software (CRM)- Blackbaud, ensuring that revenue is coded to correct fund, campaign, and appeal.
- Calculate and create monthly journal entry to record all program fees.
- Import large vendor bills into the financial management system.
- Process all accounts payable invoices entered by Vendor Relations Manager for payment, including the approval process.
- Create and run reports and queries in CRM and financial management system and prepare and import various spreadsheets (data such as donor constituents and attributes) into CRM and general ledger system.

- Create and process event acknowledgement letters and assist finance team with year-end tax letter acknowledgement process.
- Provide financial accounting support to Program Team, Fund Development, Marketing, donors and volunteers.
- Assist in the yearly audit by helping to prepare requested reports and schedules.
- Other accounting/finance related responsibilities and projects, as assigned.

## **BASIC QUALIFICATIONS**

Basic qualifications include:

- BA/BS Degree required in accounting, finance, or business with a strong accounting core.
- Two years' work experience.
- Experience in CRM and general ledger software systems.
- In depth knowledge of social media sites and how they facilitate the receipt and recording of donor gifts and information. Adept at analyzing potential use of social media donor tools to work effectively within Blessings' environment.
- Ability to use technology to identify and create efficiencies in processing accounting data
- Hands-on, collaborative workstyle, comfortable in a hybrid office/remote work environment
- Demonstrated analytical skills, ability to think strategically
- Proficient in Microsoft Office with advanced skills in Excel
- Ability to multitask and adapt to changing circumstances in a fluid environment, while maintaining a service-oriented approach to solving challenges
- Demonstrated excellence in communications skills, both written and verbal
- Demonstrated commitment to accountability, measuring outcomes, and a result-oriented culture
- Commitment to diversity, equity, and inclusion; diplomacy; and the ability to honor confidentiality
- Passion for the mission to make an impact on the lives of food insecure children in a fast-paced, entrepreneurial environment

## **PREFERRED QUALIFICATIONS**

- Work experience in a non-profit setting.
- Experience with Blackbaud.

## **BENEFITS**

Medical Insurance, Dental Insurance, Vision Insurance, Life Insurance, Short-Term Disability Insurance, Paid Time Off, Paid Holidays, Paid Winter Break, Summer Fridays, FSA Plan, 403(b)

**Interested individuals should send cover letter and resume to [carolb@blessinginsinbackpack.org](mailto:carolb@blessinginsinbackpack.org)**

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