



Accounting Coordinator

Date: July 13, 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 Accounting Coordinator is a full-time role responsible for coordinating and processing Program Manager and Program Coordinator reimbursement requests as well as program related vendor invoicing. The position is also responsible for data management in the CRM and general ledger system (Blackbaud) and the processing of the organization's monthly payroll. Position will be based in our Louisville, KY office and will be a hybrid of in-person and remote work. Office hours expected to be held between 9am-5pm EST.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Print and process all Program Coordinator reimbursement requests and vendor invoicing that comes through the accounts payable email.
- Retrieve vendor invoices from vendor sites.
- Ensure all amounts on reimbursement requests and invoices are accurate and coded with the correct fund numbers.
- Compare reimbursements/invoices requested to balance currently in program fund to ensure that the program has adequate funding to pay the request and work with Program Managers to resolve funding issues.
- Crosscheck number of students fed per volunteer reimbursement forms against number of students fed in CRM and general ledger software (Blackbaud) and make adjustments as necessary.
- Process monthly payroll for 35-40 employees timely and accurately, coordinating with the Blessings outsourced payroll processor.

- Ensure and maintain strict confidentiality over employee data and information.
- Process employee changes in payroll system.
- Assist in the maintenance of time off balances.
- Enter, update, and maintain program data attributes in Blackbaud such as number of children served per program.
- Enter donor data from various revenue sources into CRM.
- Provide program support to staff, donors, and volunteers.

BASIC QUALIFICATIONS AND SKILLS

Basic qualifications include:

- College level courses in related field
- Minimum of two years business experience
- Demonstrated success in past roles that required a high level of detail-oriented tasks
- Experience in accurately collecting, organizing, entering data into business systems
- Experience in CRM and general ledger software systems
- Hands-on, collaborative workstyle, comfortable in a hybrid office/remote work environment
- Ability to multitask and adapt to changing circumstances in a fluid environment, while maintaining a service-oriented approach to solving challenges
- Demonstrated strength 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 AND SKILLS

- Associates Degree in accounting, finance, or data management
- Nonprofit sector experience
- Blackbaud experience

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)

It is our policy as an Equal Employment Opportunity Employer to provide equal opportunity to all qualified persons and to administer all aspects and conditions of employment without regard to race, religion, color, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, military service in employment, marital status,

genetic information, parental status, pregnancy, and/or any other protected classification, in accordance with applicable federal, state , and local laws.