



Accounting Manager

Date: July 18, 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 2019-2020 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 Manager is a full-time position responsible for the day-to-day management and accounting of funds donated to Blessings. This role has responsibility for the work direction and training of the Accounting Coordinators. The detail-oriented candidate will have proven knowledge of Generally Accepted Accounting Principles and bookkeeping practices.

The position is based in our Louisville, Kentucky office and will be a hybrid of in-person and remotework.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review coding of revenue batches for correct fund, general ledger account, campaign and appeal entered by Accounting Coordinator.
- Post revenue batches into the designated CRM and financial management system.
- Review event software platforms for donor purchase information.
- Reconcile multiple bank accounts to the general ledger monthly.
- Process recurring monthly credit card payments through CRM system.
- Maintain payroll data file and create journal entry to record monthly payroll expense.
- Prepare and enter month-end journal entries.
- Provide bi-monthly financial updates to staff and volunteers.
- Submit ACH payments through online banking portal.
- Setup and maintain matching gift accounts from various corporations.
- Create and run reports and queries in CRM and financial management system.

- Provide financial accounting support to Program Team, Fund Development, Marketing, donors and program coordinators, including financial data history, event management support and reporting, and general questions regarding fund accounting.
- Track and reconcile fixed assets including additions, disposals, and depreciation.
- Participate in the annual budget process.
- Assist in the yearly audit by preparing requested reports and schedules.
- Coordinate the year-end tax letter acknowledgement process.
- Collaborate with Director of Accounting to develop and improve financial and accounting processes.
- Provide team leadership to the Accounting Coordinators..

BASIC QUALIFICATIONS AND SKILLS

Basic qualifications include:

- BA/BS Degree required in accounting, finance or related field
- Five years work experience in the accounting field with demonstrated strong general ledger skills, including journal entries, cash reconciliations, month-end and year-end closings.
- Team leader experience in a business environment
- 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 a cover letter and resume to carolb@blessingsinabackpack.org.

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.