



## We are seeking an Accounting Coordinator

### OUR STORY:

Emergency Food Network (EFN) is in Lakewood, WA and was established in 1982. Each year we move between 12 - 15 million pounds of food and serve more than 75 Partner Programs. EFN has experienced significant growth over the past three years, including core budget expansion, new programming, and implementing an ongoing \$8,300,000 capital campaign. This has allowed us to serve the community in new ways while building on our rich 41-year history. Our work is made possible by 27+ staff members, active Board members, and engaged donors and volunteers.

### SUMMARY DESCRIPTION:

The Accounting Coordinator performs essential accounting operations, ensuring adherence to GAAP, and managing a full cycle of accounting processes for Emergency Food Network. Desired individual will have advanced experience with QuickBooks online, demonstrated professionalism and tact in communications with a diversity of individuals, strong organizational and time management skills, acute attention to detail and ability to work well with others. Experience in the nonprofit sector is a plus.

### ESSENTIAL FUNCTIONS:

- **Daily Tasks:**
  - Perform daily bank reconciliations to ensure account accuracy.
  - Record daily donation entries and maintain accurate tracking.
  - Ensure invoices are approved, and accurately input data into QuickBooks Online and other systems as needed
- **Weekly Tasks:**
  - Prepare and distribute checks for payments
  - Perform weekly cash reconciliations and report discrepancies to the Finance Director
- **Monthly Tasks:**
  - Reconcile credit card statements and ensure accurate allocation of expenses.
  - Record journal entries and ensure proper documentation.
  - Input grant invoices into QuickBooks Online.
- **Administrative Duties:**
  - Collect, file, and maintain W-9 forms for vendors.
  - File and organize accounting documents for easy access and compliance.
  - Maintain confidentiality of all financial information
- **Inventory and Reimbursements:**
  - Enter and reconcile inventory data in the accounting system.
  - Process employee reimbursements and ensure adherence to policies.
- **Accruals and Reconciliations:**
  - Record insurance accrual entries in the accounting system.
- **Credit Card Payments:**
  - Process and track organizational credit card payments to avoid late fees and maintain good credit standing.

**Perform other duties and responsibilities as assigned**

### QUALIFICATIONS:

- Excellent communication and documentation skills and demonstrated ability to prioritize workflow to meet critical deadlines while paying exceptionally close attention to detail.
- Advanced proficiency in QuickBooks online. Nonprofit experience a plus.
- Associate's degree (AA/AS) or equivalent; three to five years' related experience; or equivalent combination of education and experience
- Excellent verbal and written communication skills
- Strong organizational, problem-solving, and analytical skills; ability to manage priorities and workflow



- Continuous focus on process improvement
- High ethical standards. Confidentiality in all areas is essential.
- Ability to work collaboratively, in a team environment, across departments, and to work well with a wide variety of people, including volunteers, donors, businesses, clients, civic groups, and religious organizations.
- Strong computer skills and willingness to learn new computer programs as needed.
- Computer proficiency in the following systems is required:
  - Microsoft Office
  - QuickBooks
  - Excel
  - Payroll Processing Software (EFN uses Paylocity)
  - Credit and bank withdrawal transaction software
  - Remote bank deposits
- Valid driver's license or access to reliable transportation.

#### **WORK SCHEDULE:**

The schedule is typically 8:00 am to 4:30 pm Monday through Friday. This position, after 90 days, may be eligible for a modified hybrid remote schedule with up to two (2) remote days per week depending on schedule and staffing needs.

#### **PHYSICAL DEMANDS:**

The position requires continuous talking and listening, in person and by phone. Extended periods of sitting while using computer keyboard. Uses repetitive wrist and hand motions. Requires frequent standing, walking, reaching, and feeling. Requires ability to lift 50 pounds, alone or with a partner.

#### **COMPENSATION:**

- Full-time position: \$26-\$28 hourly (\$54,080- \$58,240 annually) based on experience.
- Benefits start accruing 60 days after employment and include:
  - Two (2) weeks of vacation accrued during first year, increases to three (3) weeks' vacation in second year and each year after (up to a maximum of four (4) weeks per year)
  - 8 hours of sick leave accrued each month
  - 11 paid holidays annually
  - We provide medical (low deductible) vision, dental, short- and long-term disability, and life insurance
  - EFN currently covers 100% of the cost of the employee's health insurance premiums
- EFN has a 403(b) plan and contributes 5% after the employee has been employed for six months. Employee vesting can begin upon the start date.
- Ongoing opportunities for professional development, including monthly staff training.

#### **HOW TO APPLY:**

EFN invites applications from qualified individuals interested in working for a high-performance, mission-driven organization. Please submit your cover letter and detailed resume to [jobs@efoodnet.org](mailto:jobs@efoodnet.org). Use the subject line, Accounting Coordinator. Applications will be considered on a rolling basis until the position is filled. All applicants will be subject to a background check. Background check findings do not automatically disqualify you from employment.

*EFN is an equal opportunity employer. For more information about the Emergency Food Network, please visit our website [www.efoodnet.org](http://www.efoodnet.org).*