



of SANTA CLARA and
SAN MATEO COUNTIES

Position Announcement Accounts Payable and Payroll Manager

About Second Harvest Food Bank

Second Harvest Food Bank of Santa Clara and San Mateo Counties (SHFB) is a trusted leader dedicated to ending local hunger. SHFB is one of the largest food banks in the nation, providing food to nearly one quarter of a million people each month – one out of every 10 local residents. SHFB is a \$120 million revenue generating organization (including value of donated food) with a \$34 million cash budget. SHFB also is a highly efficient operation, with over \$.95 of every \$1 going to programs that feed hungry people. After opening a fresh produce facility several years ago, SHFB is proud to distribute more fruit and vegetables than any food bank in the U.S.

Second Harvest enjoys the trust of thousands of local donors who continue to invest in our mission year after year. We are consistently recognized as a charity of choice from multiple sources:

- Charity Navigator has granted SHFB a 4-star rating for eight years in a row, placing us in the top 1% of charities nationwide.
- Readers from “Metro’s Best of Silicon Valley” voted Second Harvest as the Best Organization Making a Difference.
- In 2012, OpportunityKnocks.org ranked Second Harvest as the top nonprofit to work for in the country.

Position Title:	Accounts Payable and Payroll Manager
Reports To:	Director of Finance
Location:	750 Curtner Avenue, San Jose CA 95125
Hours:	Exempt, Full-time, 8 hours/day, 40 hours/week. Monday through Friday. 8 am to 5 pm.
Compensation:	Salary commensurate with background and experience. Outstanding and generous health benefits program, Flexible Time Off (FTO) starting at 200 hours/year, ten paid holidays, and retirement plan.

Purpose of the Position

To support the functions and responsibilities of the Finance Director. Responsible for the payroll and accounts payable (AP) functions.

The Accounts Payable and Payroll Manager position has duties and responsibilities that involve the performance of office work directly related to the general business operation of Second Harvest Food Bank (SHFB). This position will customarily and regularly exercise discretion and independent judgement in matters of importance. This position will perform, under only general supervision, work that requires specialized knowledge, training and experience both in the accounting and human resources fields. The main duties require significant time, judgement, knowledge, decision-making and interdepartmental cooperation.

Duties and Responsibilities

Accounts Payable (AP) Management

- Manage AP function end to end.
- Manage the Concur expense reimbursement system and provide staff related system training as needed

CURTNER CENTER
750 Curtner Avenue
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T 408-266-8866
F 408-266-9042

CYPRESS CENTER
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T 408-266-8866
F 408-266-9042

BING CENTER
1051 Bing Street
San Carlos, CA 94070
T 650-610-0800
F 650-610-0808

- Promote the accuracy of AP coding system and provide GL coding related training to staff
- Serve as contact for resolving AP related billing disputes
- Draft and /or update training materials; present training sessions as necessary
- Develop the processes to comply with all laws governing sales and use tax payment and the filing of 1099 forms
- Determine the best methods to promote, implement and maintain the paperless AP filing system
- Implement new AP processes to improve efficiency and maintain an updated AP process manual
- Interview, select, train and supervise multiple volunteers
- Identify opportunities and initiate, plan, and implement AP process improvement

Payroll Management

- Manage Payroll function end to end
- Interpret payroll rules, codes and regulations for staff
- Accurately and timely post payroll expenses, benefits and taxes to general ledger monthly
- Ensure compilation and preparation of payroll data for various reporting functions such as 403(b), ACA, etc.
- Determine the best methods to promote, implement and maintain the paperless payroll filing system
- Implement new processes to improve efficiency and maintain an updated payroll process manual
- Train and trouble-shoot the online payroll system and process with employees
- Maintain future Collective Bargaining Unit information pertaining to payroll
- Understand payroll strategies and deliver recommendations for improving payroll process

Other

- Assist Director of Finance in preparation of lead schedules for annual audit
- Perform other duties as assigned by the Finance Director to complete SHFB goals and objectives

Qualifications

- Bachelor's Degree in Accounting (preferred), or four-year degree in business administration with emphasis in accounting; or minimum of five years of paid experience in the accounting profession with emphasis in Accounts Payable and Payroll Administration, General Ledger Accounting, Budgeting, Auditing.
- Project management experience desirable, ability to independently drive and facilitate special projects with limited supervision.
- Outstanding computerized accounting and spreadsheet software skills required.
- Experience and knowledge of payroll process including payroll tax reporting and compliance.
- Experience with Ceres Accounting System and Concur expense reimbursement system preferred.
- Demonstrated ability to organize, plan and carry out activities with minimum supervision to meet specific timelines with proven record of accuracy in completing and reviewing data.
- Ability to work and interact constructively with individuals (Agency staff and volunteers) from a variety of socioeconomic backgrounds in a culturally diverse work environment.
- Ability to perform duties in accordance with Second Harvest Food Bank's Safety Policies and Injury Prevention Program.

To Apply

Due to the large number of resumes we receive, candidates who adhere completely to our application requirements will receive prioritized review of background and qualifications.



Please email a cover letter and resume, clearly indicating your salary requirements and including a statement as to how you believe you can make a positive impact in the position and to Second Harvest Food Bank's philanthropic purpose and values. Include your name and "Accounts Payable and Payroll Manager" in the subject line of your email. No relocation support available.

- Email: jobs@shfb.org
- Website: www.SHFB.org

EOE

UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY

Note: This job announcement is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive; the job may require other essential and/or non-essential functions, tasks, duties or responsibilities not listed herein. Management reserves the sole right to add, modify or exclude any essential or non-essential requirement at any time with our without notice. Nothing in this job announcement is intended to create a contract of employment of any type. Employment is "at will" and may be terminated at any time by the employer or employer with or without cause or notice.

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