



of SANTA CLARA and
SAN MATEO COUNTIES

Position Announcement Senior Accounts Payable Accountant

About Second Harvest Food Bank

Looking for mission-driven work? Based in Silicon Valley, Second Harvest Food Bank of Santa Clara and San Mateo Counties is one of the largest food banks in the nation. Currently providing food to more than one quarter of a million people every month, Second Harvest is a trusted community-based organization that was founded in 1974. Despite the immense wealth in Silicon Valley, and partly due to the high cost of living, hunger and malnutrition are pervasive. The Food Bank distributes nutritious food, including more fresh produce than any other food bank in the country, through a network of nearly 320 nonprofit partners at more than 850 sites. Second Harvest is pursuing innovative efforts to increase access to food resources as it seeks to feed an additional 100,000 hungry people each month. To reach more people, it advocates for anti-hunger policies and connects those in need to federal nutrition programs and other food resources. To learn more about how Second Harvest is building a hunger-free community, visit www.SHFB.org.

About the Position

Purpose of the Position

This position will perform, under general supervision, work that requires knowledge, training and experience in the accounting field. The main duties will be to support the functions and responsibilities of the Accounts Payable. Other duties may also include support of the month-end closing process and annual audit preparation.

Duties and Responsibilities

1. Accounts Payable (AP)
 - a) Drive AP function end to end.
 - b) Process invoices, PO (food purchase) including on-line invoices using Ceres 4.5 accounting system
 - c) Process employee reimbursement requests using Concur system and provide staff related system training as needed
 - d) Promote the accuracy of AP coding system and provide GL coding related training to staff
 - e) Serve as contact for resolving AP related billing disputes
 - f) Comply with all laws governing sales and use tax payment and the filing of 1099 forms
 - g) Determine the best methods to promote, implement and maintain the paperless AP filing system
 - h) Maintain an updated AP process manual including training materials; present training to volunteers as necessary
 - i) Implement new AP processes to improve efficiency
 - j) Expand-the implementation of the PO (Purchase Order) system and develop the purchase requisition procedure
 - k) Support the outsource of invoice approval and invoice payment

2. Other
 - a) Provide ad hoc documentation in AP when needed
 - b) Assist Director of Finance in preparation of lead schedules for annual audit
 - c) Perform other duties as assigned by the Finance Director to complete SHFB goals and objectives

CURTNER CENTER
750 Curtner Avenue
San Jose, CA 95125
T 408-266-8866
F 408-266-9042

CYPRESS CENTER
4001 North First Street
San Jose, CA 95134
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

Minimum Qualifications

1. 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, General Ledger Accounting, and Auditing, CPA a plus
2. Project management experience desirable, ability to independently drive and facilitate special projects with limited supervision.
3. Outstanding computerized accounting and spreadsheet software skills required.
4. Desire to learn payroll process including payroll tax reporting and compliance.
5. Experience with Ceres Accounting System and Concur expense reimbursement system preferred.
6. 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.
7. Ability to work and interact constructively with individuals (Agency staff and volunteers) from a variety of socioeconomic backgrounds in a culturally diverse work environment.
8. Ability to perform duties in accordance with Second Harvest Food Bank’s Safety Policies and Injury Prevention Program.

Reports To:	
Positions Reporting to Title:	
Location:	Curtner
Hours:	Exempt
Compensation:	Commiserate with Experience

CLICK HERE TO APPLY!

EOE

UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY

