



Position Announcement

Sr. Accounts Payable Accountant

About Second Harvest of Silicon Valley

Based in Silicon Valley, Second Harvest of Silicon Valley is one of the largest food banks in the nation. Currently providing food to an average of 260,000 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 almost any other food bank in the country, through a network of 310 nonprofit partners at 1,000 sites. Second Harvest is pursuing innovative efforts to increase access to food resources as it seeks to feed more 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 shfb.org.

About 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.

Primary Responsibilities

Accounts Payable (AP)

- Drive AP function end to end.
- Process invoices, PO (food purchase) including on-line invoices using Ceres 4.5 accounting system
- Process employee reimbursement requests using Concur system and provide staff related system training as needed
- Promote the accuracy of AP coding system and provide GL coding related training to staff
- Serve as contact for resolving AP related billing disputes
- 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
- Maintain an updated AP process manual including training materials; present training to volunteers as necessary
- Implement new AP processes to improve efficiency
- Expand-the implementation of the PO (Purchase Order) system and develop the purchase requisition procedure
- Support the outsource of invoice approval and invoice payment
- Prepare any necessary month-end accruals



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Other

- Provide ad hoc documentation in AP when needed
- Assist Controller in preparation of lead schedules for annual audit
- Perform other duties as assigned by the Controller to complete goals and objectives

Minimum 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, General Ledger Accounting, and Auditing, CPA a plus.
- Project management experience desirable, ability to independently drive and facilitate special projects with limited supervision.
- Outstanding computerized accounting and spreadsheet software skills required.
- Desire to learn 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 of Silicon Valley’s Safety Policies and Injury Prevention Program.

Reports To:	Staff Accountant
Location:	Curtner
Hours:	Typically M-F, 8 to 5, with the ability to work flexible hours, including some early mornings, evenings and weekends.
Compensation:	Competitive salary commensurate with experience. Generous health benefits, Flexible Time Off (FTO) starting at 200 hours/year, ten paid holidays, and excellent retirement savings plan.

EOE

UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY