



## Hunger Task Force Position Description: Accountant

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**Department:** Administration  
**Reports To:** Chief Financial Officer  
**FLSA Status:** Exempt

**General Function:** The accountant provides general accounting services to the organization, supports the Chief Financial Officer (CFO), and assures the financial integrity of the agency. The accountant provides services that assure a clean annual audit and timely reporting.

### **Essential Duties/Responsibilities:**

- Accounts payable: Organize, process, prepare and file weekly payments for expenses incurred by the agency.
- Deposits: Prepare daily bank deposits; serve as the primary manager of cash handling. Oversee gift card tracking and utilization on a monthly basis.
- Food Inventory: Perform periodic inventory verifications.
- Monthly financial statements: Reconcile non-cash asset and liability accounts monthly. Prepare monthly statements for CFO review.
- Departmental financial reports: Prepare monthly departmental reports for CFO review.
- Mobile Market: Export daily Mobile Market reports and complete weekly sales reports. Perform site visits to monitor sales and operations.
- Personnel data entry: Prepare monthly and quarterly data for state and federal reporting purposes.
- Prepare payments for the Hunger Relief Fund and other County wide or Statewide grants.
- Complete monthly inventory reports for Commodity Supplemental Food Program and The Emergency Food Program.
- Support the CFO by compiling reporting data for sub-grantee awards and preparing award payments.
- Forms 1099: Assist with preparation of Forms 1099 at year-end.
- Supports project management as assigned.
- Other duties as assigned.

**Required Skills/Abilities:**

- High degree of trustworthiness and integrity
- Exceptional understanding of non-profit accounting rules and procedures (GAAP)
- Ability to work efficiently and independently
- Strong analytical skills
- Efficient in time management and prioritization of work.

**Supervisory Responsibilities:**

This position has no supervisory responsibilities.

**Education and Experience:**

Associate degree in accounting with a minimum of three years' experience as an accountant in a non-profit setting.

Experience with MIP software preferred.

**Other Qualifications:**

**Mathematical Skills** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills** To perform this job successfully, an individual should have knowledge of accounting software; Database software; Internet software; Inventory software; Payroll systems; Spreadsheet software and Word Processing software.

**Certificates, Licenses, Registrations**  
Valid WI Driver's License

Salary Range: \$55,000 - \$75,000