



FOOD BANK
OF IOWA

Job title:	Accounting Clerk (Non-exempt)
Reports to:	Vice President of Business Administration
Date:	August 24, 2020

Mission: We provide food for Iowa children, families, and seniors to lead full and active lives, strengthening the communities where they live.

Vision: A hunger free Iowa.

Core Values: Collaboration; commitment; compassion; courage; creativity.

Job Purpose

The Accounting Clerk position is responsible for performing general accounting functions involving payroll, accounts payable, accounts receivable, inventory and general ledger.

Primary Duties and Responsibilities

Be accountable, yet foster **collaboration**. Provide feedback with **compassion** and accept feedback with **courage**. **Creatively** problem-solve and innovate. **Commit** to the success of all team members.

- Processes payroll, accounts payable, and accounts receivable
- Posts journal entries and expense reclassifications
- Performs general ledger account reconciliations and reconciles bank statements
- Posts agency payments
- Prepares daily bank deposits
- Assists in providing information for annual external audit and tax filings
- Establishes and maintains standard operating procedures and appropriate internal control safeguards which are relevant to work responsibilities
- Incorporates trained volunteers where applicable and beneficial
- Performs other duties as assigned

Critical Working Relationships

The Accounting Clerk will work in a collaborative manner with Operations Coordinators and others as needed to drive toward meeting FBOI strategic objectives, completion of important projects, and fulfillment of the organization's mission.

Supervisory Responsibilities

This position does not have any supervisory responsibilities.

Decision Making Examples

SITUATION: An agency sends a payment which does not match a statement or invoice.

DECISION: The Accounting Clerk contacts the agency to determine what they intended to pay and decides how to best apply the payment. If the payment does not match an outstanding invoice, it is applied first to oldest invoices on record and a note is made in the agency record.

SITUATION: An invoice is submitted for payment and the general ledger account number indicated on the invoice does not appear to be a good match for the service provided.

DECISION: The Accounting Clerk will get up and walk to the employee who submitted the invoice to have a face to face conversation about the accounting code noted on the invoice. The Accounting Clerk and employee will agree upon the correct accounting code to be used. If the service is recurring, the Accounting Clerk may add the general ledger code to the vendor record for future use.

Qualifications

EDUCATION and/or EXPERIENCE, ESSENTIAL SKILLS

- Commitment to Food Bank of Iowa's vision, mission and values
- Possesses professional maturity, good judgment, integrity and honesty
- Associate Degree in accounting or equivalent experience
- Understands general accounting principles, practices, and processes
- MS Office system and accounting software proficiency required, Peachtree preferred
- Excellent communication and telephone skills
- Ability to focus attention on detail and accuracy
- Well organized and able to manage multiple tasks during course of daily work

Working Conditions/Physical Requirement

Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, perceive depth.

Conditions may include working inside, working with computers, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, and airplane. Equipment (machines, tools, devices) used in performing the essential functions may include computer and related equipment, calculator, copier, fax machine, telephone and automobile.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The skills & duties listed are representative of the knowledge, skill, and/or ability required. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, Food Bank of Iowa reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by Food Bank of Iowa I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and Food Bank of Iowa has a similar right.

Employee's Signature

Date

Supervisor

Date

Food Bank of Iowa is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act and/or applicable state regulations, Food Bank of Iowa will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with Food Bank of Iowa.