

Ohio Association of Foodbanks

Location:	100 East Broad Street, Suite 501, Columbus, OH 43215		
Job Title:	Accounting Coordinator		
Reports to:	Kristyn Dahler	Title:	Director of Finance
Status:	Type of position: Part-time or full-time	Hours: 20 to 40 hours per week (flexible) <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	
Position Overview			
This position assists the finance manager and director of finance with executing the financial aspects of the association and provides support to ensure continuity of business operations. This position responsibly completes accounts payable activities as assigned and supports fiscal oversight for state-funded food programs.			
Essential Job Functions			
<ul style="list-style-type: none"> • Receives and processes incoming bills as assigned; assists with maintaining vendor information within accounting system. • Responsibly, accurately manages payables activities as assigned and assists with ensuring correct general ledger codes are utilized in coordination with finance team. • Inputs invoice information into NetSuite, reviews matching of invoices with documentation as outlined in standard operating procedures and enters invoices into accounting system. • Assists finance manager with: printing accounts payable checks; matching them with the appropriate invoice and backup documentation; presenting checks for approval signature; mailing checks to vendors, filing check copies, bills, and backup documentation in accounts payable files; and/or maintaining accounts payable files, as assigned. • Assists finance manager with compiling food program invoices, creating payment recaps, and/or submitting to the State of Ohio on each contract's preferred cadence, as assigned/needed. • Provides backup to finance manager when needed. • Maintains organization integrity by keeping information confidential. • Attends work regularly and on time; attendance and punctuality are essential functions for this position. 			
Other Duties and Responsibilities			
<ul style="list-style-type: none"> • Acts as an engaged member of the association staff and contributes to an inclusive, equitable, and welcoming workplace. • Assists the finance manager or director of finance as requested; other duties as assigned. 			
Required Qualifications and Competencies			
<ul style="list-style-type: none"> • Associate's/bachelor's degree OR equivalent experience in accounting and/or business administration. • At least 2 years of finance and accounting experience required, nonprofit experience preferred. • A demonstrated commitment to high professional ethical standards. • Proficiency in Microsoft products; NetSuite/similar systems experience preferred. • Ability to operate office productivity machinery, such as calculator, copy machine, and computer printer. • Strong attention to detail and organizational skills. • Ability to work cooperatively in a team environment. • Must be able to remain in a stationary position for extended periods of time. Position occasionally requires lifting and moving up to 20lbs. 			
<p><i>This job description reflects management's assignment of essential functions and other duties and responsibilities; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.</i></p> <p><i>The Ohio Association of Foodbanks is an equal opportunity employer. The association does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, sexual orientation, marital status, disability, age, parental status, military service, or other non-merit factor.</i></p>			