

LOS ANGELES REGIONAL FOODBANK JOB AD

POSITION: Director of Finance
SUPERVISOR: Chief Financial Officer
STATUS: Exempt



Company:

The Mission of the Food Bank is to mobilize resources to fight hunger in our community. It provides food to more than 300,000 clients on a monthly basis and, in 2016, distributed 67 million pounds of food, the equivalent of 55 million meals. Los Angeles Regional Food Bank employees are hired based not just on their skills, but also their commitment to our mission. This means that each of us, working together, will do all that we can to fulfill our vision that no one goes hungry in Los Angeles. Our core values include: Respect, Stewardship & Accountability, Collaboration, Urgency, Service, Integrity, and Diversity. Our organization is committed to maintaining a positive and engaging workplace for all its employees.

Essential Functions

The Director of Finance is responsible for planning, organizing, directing and controlling the activities of Finance Department staff in the delivery of timely and accurate financial reports for the Board of Directors, Management and all other relevant business and governmental agencies. The Director of Finance is a key member of the management team and will liaise and work closely with department heads throughout the organization. A positive attitude, teamwork, flexibility, and cooperation are critical success factors.

The Director of Finance will execute his/her supervisory responsibilities within the framework of the organization's policies and procedures as well as applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; delegating and following tasks through to completion; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Positions reporting directly to the Director of Finance include: Senior Staff Accountant, Accounting Department Supervisor, Senior Accounting Clerk and other volunteers as may be assigned. A Financial Analyst II position will also report to the Director of Finance on a dotted-line basis for a specific set of assigned monthly tasks.

Principal Duties and Essential Job Functions:

- Timely publication of all Financial Reporting Calendar items including monthly financial statements and grant reports.
- Maintain and execute the Financial Closing Calendar in the production of monthly financial statements.
- Ensure accurate recording and reporting of restricted fund transactions.
- Monitor and ensure accuracy of the monthly expense allocation process.
- Review and approve all entries into the general ledger system.
- Maintain and reconcile all subsidiary ledgers including receivables, payables, and fixed asset/depreciation tables.
- Periodic review and approval of all supporting spreadsheets and work papers related to general ledger accounts.

- Manage the government claim and reimbursement process ensuring compliance with program requirements.
- Provide financial information as needed by the Development Department for grant applications and reporting.
- Coordinate the annual audits by external auditors.
- Maintain the organization's CAPEX log, tracking purchases against budget and reporting variances.
- Assist the CFO in preparing budgets and forecasts.
- Gather departmental revenue and expense reports and monitor budget variances.
- Assist Inventory Control Director as needed with inventory recordkeeping and posting of transactions into Navision.
- Verify inventory monthly service report data before use in accounting records.
- Review payroll register on a bi-weekly basis.
- Ensure timely and accurate reconciliations of all bank and investment accounts.
- Prepare weekly cash status and forecast reports.
- Manage banking relationships.
- Ensure timely and accurate 1099 reporting to vendors and the IRS.
- Ensure timely and accurate filing of all business tax and license applications including City of Los Angeles Charitable Services.
- Assist in developing new business processes and procedures.

Qualifications:

Bachelor's Degree in Accounting plus 7 years' experience in positions demonstrating a progressively increasing level of management responsibility throughout all phases of the accounting cycle; the ability to utilize discretionary judgement and make decisions independently and responsibly; excellent computer skills with advanced knowledge of MS Excel using extensive links and/or pivot tables; the ability to oversee a lengthy and complex monthly closing cycle; detail oriented and outstanding organizational skills; able to work well with minimum supervision; good oral and written communication skills; ability to work effectively with people of widely diverse backgrounds; experience in fund accounting; interest in the problems of poverty and hunger.

Benefits:

We offer a competitive benefits package:

- Medical, dental, vision, flexible spending accounts.
- Employer paid Life Insurance and Long Term Disability
- 403(b) retirement savings plan
- Employee Assistance Program
- Vacation: 2 Weeks for the first 3 years.
- Sick Time: 10 days per year

If interested in this position, please apply directly at <https://www.lafoodbank.org/jobs/> with résumé. As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check.

The Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer".