



Position Title: Director of Finance and Administration  
Reports to: Chief Executive Officer  
Job Classification: Full-time, exempt

### **Job Overview**

The Director of Finance and Administration is responsible for handling all primary accounting functions, payroll duties, and various administrative processes. In a collaborative environment, this position is responsible for maintaining all day-to-day accounting functions, including but not limited to accounts payable, accounts receivable, account reconciliation, tracking of restricted funds, and preparing for, participating in, and responding to financial audits and related inquiries. This position is the organization's primary point of contact for administrative processes, including but not limited to assisting with recruitment, healthcare benefits enrollment, 401k enrollment, maintenance of personnel records, and related activities. This is a full-time position and reports directly to the Chief Executive Officer (CEO).

### **Principle Duties & Responsibilities**

- Maintain healthy, proactive relationship with all staff to facilitate an inclusive culture, effective communications, and solution-focused collaboration.
- Collaborate with the CEO and Directors to develop, implement, and track the organization's annual budget including all revenues and expenses.
- Assist staff with financial tracking and reporting of restricted funds, including grant funds.
- Work closely with the Director of Development to ensure the accurate transfer of funds from the customer relationship management (CRM) database to accounting software and financial institution account activity.
- Process all payroll reconciliation activities.
- Process and maintain internal forms and procedures related to payroll and accounting activities (for example: time clock corrections, missed break reports, time off requests, reimbursements requests, etc.)
- Manage accounts payable and accounts receivable.
- Route invoices and statements to clients and vendors.
- Prepare monthly financial statements and other reports as requested by the CEO and/or Board.
- Partner with the CEO, Directors, and staff to complete all audits, providing leadership on all financial reporting requirements.

- Function as organization's lead for maintaining systems that support employee recruitment, onboarding, personnel records management, and related activities such as ensuring completion with annual performance reviews, required training, and document updates. (Note: the SLO Food Bank receives professional human resource guidance and support through a contract with a third-party organization. This position is focused on supporting human resources processes, not providing human resource professional guidance.)
- Manage and maintain sensitive personnel and financial documents.
- Other duties and responsibilities as assigned by the CEO.

## **Qualifications**

The ideal applicant will have the following qualifications:

- Passion for the SLO Food Bank Mission.
- Demonstrated skill and experience in business accounting, with nonprofit accounting experience highly desirable.
- Excellent presentation skills and ability to present complex information to staff, executive management, and the Board of Directors.
- Comfortable and effective in public speaking, written, and oral communications, and interpersonal relations.
- A good listener who actively seeks opinions of others to make informed decisions; consultative; able to inspire confidence and trust.
- Ability to work effectively with others to resolve conflicts and build consensus.
- Ability to interact effectively with individuals of diverse backgrounds, experiences, and personalities.
- Excellent decision making and organizational skills.
- Proficient computer skills including systems for budget (QuickBooks and Excel) and general office programs including the Microsoft 365 Suite (e.g., Outlook, Word, Teams, Planner, SharePoint).
- Ability to work in a busy office with constant interruptions, including ability to pay continual attention to detail and accuracy when composing and proofing written materials.
- Ability to handle confidential information with a high level of discretion.
- Strong emotional intelligence to be able to handle pressure and to respond to the needs of others under pressure.
- High level of interpersonal skills and knowledge of how to work effectively and professionally with both co-workers and external supporters and clients.

## **Distinguishing Characteristics**

- Teamwork – Contributes harmoniously as member of the SLO Food Bank team.
- Compassion – Genuinely cares about providing compassionate services to people in need. Is kind to all.
- Embraces Diversity – Gives respect to all people at all times without exception.
- Hard Working – Is a self-starter, completes tasks, and is dependable.
- Mentor / Coach – Seeks opportunities to develop the potential of all staff in a comfortable, mission and values driven manner.

## **Requirements**

Must possess:

- Bachelor's degree, a focus on accounting is highly preferred.
- Minimum 3 years' experience in accounting in a position with significant accounting autonomy and/or leadership.
- Extensive experience and competence working with QuickBooks (Note: SLO Food Bank currently uses QuickBooks Premiere 2021).
- Solid understanding of organizational charts of accounts.
- Experience processing payroll preferred, but not required.
- Strong organizational and problem-solving abilities.
- Strong written and verbal communication skills.
- Customer service experience.

## **Salary and Benefits**

- \$78,000 per year
- 10 paid holidays per year
- 12 paid vacation days per year (vacation accrual escalates based on years of service as detailed in the Employee Handbook)
- 80 hours of paid sick leave (prorated for first year of employment based on start date)
- Eligible for employer subsidized healthcare benefits
- Eligible for participation in optional 401k plan, with employer matching 50% of employee's annual contribution up to a total organizational match of 3% of annual salary
- Working with an amazing team in providing life enhancing care to our most vulnerable neighbors

## **Work Conditions / Physical Demands**

The position is based out of the SLO Food Bank's offices at 1180 Kendall Road, San Luis Obispo, CA, and works alongside a dedicated group of approximately 30 staff and thousands of volunteers. Position includes office and outdoor work, including extended time operating a computer. Since this position processes checks, bills, and other sensitive physical documents, this position requires presence at the SLO Food Bank administrative facility. Remote work for some

tasks/activities may be considered per employee request at a future point, as detailed in the Employee Handbook.

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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Use of your arms and legs and moving your whole body, such as lifting, balancing, walking, stooping, and handling of materials. Manual dexterity needed for keyboarding and other repetitive tasks.

Variable work environment including both indoors and outdoors with varying environmental conditions. Noise levels vary from quiet office environment to very noisy warehouse. Forklift exhaust and dust will be present in the warehouse.

### **Equal Opportunity Employer**

The Food Bank Coalition of San Luis Obispo County is an at-will, equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, genetic information, disability, sex, marital status, age, or any other protected status covered by federal or state law. This job description does not constitute an employment agreement and is subject to change.