



We are seeking someone with accounting and customer service experience to support The Food Bank's mission by overseeing general accounting practices, internal controls, and performing highly specialized accounting work required to maintain the general ledger to ensure accurate financial systems. See below for the job description.

In addition to a great work environment, we offer excellent health and dental coverage, a retirement plan with an employer match, 14 days of paid vacation to start, 12 paid holidays, and 10 paid sick days. The starting pay for this position is \$73,043 annualized.

We are currently located in Hatfield and we move to our brand-new facility in Chicopee in September!

To apply for this position, send a resume and cover letter to [jobs@foodbankwma.org](mailto:jobs@foodbankwma.org) so we can get to know you.

### **Assistant Controller**

Reports to: Director of Finance & Administration

Supervises: Accounting Associate

### **ESSENTIAL FUNCTIONS**

- Oversee the accounts payable process, accounts receivable functions (including cash and credit card logs and deposits), preparation of agency invoices and statements, notices of delinquent agency accounts, and procurement process.
- Primary responsibility for payroll.
- Maintain general ledger entries and post recurring entries.
- Oversee monthly closing processes and reconciliation.
- Assist the Director of Finance & Administration in the preparation of monthly and annual departmental and organizational financial statements, the annual operating budget, and independent audit preparation.
- Reconcile and complete payroll and retirement plan entries.
- Assist the Director of Finance & Administration in building acquisition tasks including monitoring expenses and NMTC reporting for the Board and external stakeholders.
- Manage accounting transactions and prepare monthly financials for the subsidiary corporation.
- Assist with Finance, Board, and Investment Committee meetings by preparing materials and providing financial context.
- Work closely with the Grants and Fundraising teams by providing financial and donation reports.
- Act as billing liaison for member agencies regarding billing inquiries.

- Manage non-employee insurance policies and claims.
- Maintain up-to-date job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.
- Provide staff supervision in accordance with policy and applicable laws and train, plan, assign, direct work, and manage performance.

#### OTHER RESPONSIBILITIES

- Assist in the preparation of other financial reports, as needed.
- Oversee long-term storage of accounting documents and compliance with document retention policy.
- Identify and recommend improvements to processes and procedures.
- Serve as backup to the Director of Finance for financial statement maintenance and generation.
- Other tasks as assigned by the Director of Finance & Administration.

#### WORKING CONDITIONS

Office environment with some remote work available if desired

#### JOB QUALIFICATIONS/ REQUIREMENTS

Education and training: Bachelor's degree in Accounting or a related field.

Experience - 5 years of experience in accounting-oriented duties and responsibilities

#### Skills

- Ability to maintain strict confidentiality
- Demonstrated high degree of attention to detail and accuracy
- Strong written and verbal communication skills
- Demonstrated ability to prioritize appropriately
- Proficiency in Microsoft office products with high degree of proficiency in Excel
- Demonstrated experience with positive customer service interactions (internal or external customers)
- Regular and reliable attendance

#### JOB PREFERENCES

- More than 5 years of relevant experience
- Experience supervising
- Bilingual/bicultural Spanish
- CPA
- Master's Degree in a related field
- Advanced Microsoft Excel experience

- Experience analyzing financial data

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