



UTAH FOOD BANK

Employer:	Utah Food Bank
Job Title:	Accounting Specialist
Degree Required:	Master's degree; equivalent foreign education acceptable
Academic Discipline(s):	Accounting or Accountancy
Experience Required:	None
OR	
Degree Required:	Bachelor's degree; equivalent foreign education acceptable
Academic Discipline(s):	Accounting or Accountancy
Experience Required:	Five years of post-baccalaureate degree progressive experience

Job Description:

As an Accounting Specialist at Utah Food Bank, you will be responsible for overseeing all accounting duties and performs tasks following generally accepted accounting principles. You will reconcile accounts and prepares financial reports for management and members of the Finance & Audit Committee. You will analyze transactions and system and recommends alternative methods and improvements. Additionally, the Accounting Specialist will have the following responsibilities:

- Prepare monthly financial statements, balance sheet and cash flow statements.
- Coordinate and maintain journal entries in accordance with generally accepted accounting principles.
- Perform analysis, research, and resolution of general ledger account variances.
- Responsible for fixed asset accounting.
- Assist in the development and preparation of budget and forecast updates.
- Responsible for the preparation of reporting packages.
- Prepare information for external auditors.
- Review other staff member's reconciliations and journal entries
- Assist with analysis and review of financial performance by collecting, analyzing, and reporting data
- Raise issues regarding financial or operation metrics
- Support other departments and offices with requests and analytics
- Respond to ad hoc projects.
- Reconcile monthly general ledger accounts and prepares cash and balance sheet reconciliations.
- Reconcile prepared schedules detailing government billings and collection of invoices to ensure billings comply with federal regulations.
- Backup other accounting duties including Accounts Payable and Payroll.
- Analyze and prepare information to be used by management for operational and strategic business decisions.



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Minimum Qualifications

Knowledge of Generally Accepted Accounting Principles (GAAP). Knowledge of audit and fixed asset accounting principles. Proficient in the various modules of an accounting system including: general ledger, accounts payable, bank reconciliation and the chart of accounts. Advanced knowledge of MS Excel. Proficiency using an enterprise accounting system. Knowledge of database principles and data analysis. Proficient in data manipulation and extraction techniques. Must be willing to work evenings or weekends, if necessary.

Salary (Annual): \$58,469

Work Location: 3150 South 900 West, Salt Lake City, UT 84119

Hours of work: 8:00 a.m. to 5:00 p.m. Monday through Friday—Must be willing to work evenings or weekends, if necessary