



# UTAH FOOD BANK

## JOB DESCRIPTION

**Position Title:** Accounting Coordinator  
**Supervised By:** Chief Financial Officer

**Responsibilities:** A/P, audit, payroll, benefits administration, donation processing, expense coding, oversee invoice system, customer service, support Utah Food Bank events.

### DUTIES:

1. Ensure that employee information is input to payroll system accurately and in timely manner
  - a) Answer employee questions regarding payroll and paychecks
  - b) Coordinate with payroll service to ensure all information is processed for bi-weekly payroll
  - c) Prepare and process legal actions and liens against employees' payroll
  - d) Coordinate with HR Manager to ensure all legal requirements are met concerning employees' payroll information, taxes, liens and/or garnishments, unemployment claims and other information
2. Code and review bills, check requests, and purchase orders ensuring documentation is correct
  - a) Work with staff to collect receipts and other necessary documentation for payables
  - b) Input payables information
  - c) Prepare checks, obtain signatures and distribute/mail
  - d) Ensure accurate coding for expense accounts
  - e) Set up and follow schedule for payment of recurring expenses (i.e., rent, utilities)
3. Prepare bank deposit; ensuring checks are all listed and available for input into Raiser's Edge
  - a) Deposit all checks daily and ensure cash deposit is delivered to bank
  - b) Input A/R information
4. Prepare monthly financial reports for Directors:
  - a) Prepare monthly sick/vacation/overtime reports for Directors
  - b) Responsible for financial reports for Logistics showing transportation expense by vehicle
  - c) Others as requested
5. Conduct processes that are compliant with audit standards.
6. Maintain credit card files and records
7. Backup/cross-train on Raisers' Edge (donor management software)
8. Assist with grant and contract tracking
9. Reimburse staff for minor expenses from petty cash fund and collect receipts
10. Balance and maintain petty cash fund
11. Back up receptionist as needed
12. Work with volunteers as needed
13. Other duties as assigned

### QUALIFICATIONS:

- Degree in accounting, finance or a related field plus a minimum of 2 years' experience or equivalency required.
- Familiarity with Excel, word processing software, accounting and database software
- Excellent customer service skills
- Excellent organization, communication and teamwork skills
- Flexible and willing to work outside of job description if needed
- Ability to remain calm and focused during peak workload seasons

**PHYSICAL REQUIREMENTS:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work. During peak seasons, all UFB staff may be asked to assist with receiving donations, picking up donations or other customer service work outside the normal scope of duties.