SLO FOOD BANK
County Partnership *for* Hunger Relief

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

Job Overview

The SLO Food Bank is looking for an experienced, diligent financial leader who is energized when using their talents to help alleviate hunger in San Luis Obispo County and build a stronger community. This is a key position serving on the senior leadership team, handling accounting functions and administrative processes, and managing the Accounting & Grants Manager. The ideal candidate will use their accounting knowledge to empower the entire food bank team to better serve our community with meticulous record keeping, accurate information, and astute insights. This is a full-time position and reports directly to the Chief Executive Officer and works closely with our Board of Directors.

Principle Duties & Responsibilities

Leadership & Collaboration | As a member of the senior leadership team, the Director of Finance & Administration will:

- 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 Community Engagement to ensure the accurate transfer of funds from the customer relationship management database to accounting software and financial institution account activity.
- Partner with the CEO, Directors, and staff to complete all audits, providing leadership on all financial reporting requirements.
- Manage the full-time Accounting & Grants Manager.

Accounting | With the support of the Accounting & Grants Manager, perform all accounting duties for the organization including:

- 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.

Administration | Function as organization's lead for maintaining systems that support a healthy and well-functioning team including:

- Employee recruitment, onboarding, and personnel records management.
- Tracking and ensuring compliance with annual training, performance reviews, and document updates.
- Work alongside the SLO Food Bank's contracted human resource advisors to ensure proper implementation of policies in compliance with the DOL and other regulatory agencies.
- Manage and maintain sensitive personnel and financial documents.
- Other duties and responsibilities as assigned by the CEO.

Qualifications

- Passion for the SLO Food Bank mission.
- Demonstrated skill and experience in business accounting, with nonprofit accounting experience highly desirable.
- The ability to present complex information to staff, executive management, and the Board of Directors in a digestible format.
- Experience leveraging technology for increased effectiveness and impact.
- Proficient computer skills including systems for budget (QuickBooks and Excel) and general office programs including the Microsoft 365 Suite.
- The ability to work effectively with others to resolve conflicts and build consensus.
- The ability to interact effectively with individuals of diverse backgrounds, experiences, and personalities.
- Excellent decision-making and organizational skills.
- 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.
- A commitment to handling 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.

Requirements

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

Salary and Benefits

- Starting salary of $110,000-118,000 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 per year.
- 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 37 staff and thousands of volunteers. Position includes office and some outdoor work, including extended time operating a computer. Since this position processes sensitive physical documents, this position requires presence at the SLO Food Bank administrative facility.

The physical demands described below 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.
- The ability to lift and carry 25 lbs.

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.