

**EASTERN ILLINOIS FOODBANK
JOB DESCRIPTION**

JOB TITLE: Accounting/Administrative Assistant

REPORTS TO: VP of Operations & Administration

STATUS: Hourly, Non-Exempt

HOURS: Monday-Friday as scheduled, Weekends as needed

PRIMARY FUNCTION:

Accurately process information pertaining to inventory, revenue, expenses, general ledger accounts, accounts receivable, accounts payable, and payroll. Serve as an assistant to the executive team. Work with all staff to sustain a professional and efficient office environment.

PRINCIPAL DUTIES & RESPONSIBILITIES:

Accounting

- Develop proficiency in financial accounting software and related databases
- Prepare and reconcile general ledger accounts
- Assist with time clock functions and payroll processing
- Assist with Accounts Receivable, Accounts Payable, General Ledger maintenance and financial reporting
- Assist with grant reporting and documentation
- Process data and prepare weekly, monthly, quarterly, and annual reports
- Maintain Fixed Asset data
- Assist with annual financial audit
- Maintain record storage system according to EIF Policy

Inventory

- Accurately and timely prepare reports and filings for food programs, including but not limited to, Feeding America and IDHS
- Prepare inventory reports as directed
- Assist with physical inventories and reconciling inventory

Administrative

- Perform administrative functions such as copying, typing, word processing, mail handling, and filing as needed to support the EIF executive staff
- Serve as a back up for other office staff

Other duties and special projects as assigned

EIF Internal Relationships:

- Works with Administrative staff to ensure timely and accurate record keeping.
- Works with development staff to maintain positive donor relations and volunteer experiences.
- Works with Foodbank staff to carry out all aspects of warehouse product care from receiving, storage, and distribution to pickup and delivery.
- Works cooperatively with all Foodbank staff to ensure accurate agency orders, accounts receivable records, product donation receipts, inventory records, and general maintenance, cleanliness, and organization of the Foodbank's facilities and equipment.
- Works with Partnership Staff to maintain smooth business interactions with agency customers.
- WORK AT ALL TIMES TO PRESENT A POSITIVE IMAGE TO AGENCIES, DONORS AND THE PUBLIC AT LARGE

QUALIFICATIONS:

Skills, Education and Experience

- Associates Degree and/or minimum of two years experience in Accounting
- MS Office proficient; including Outlook, Word and Excel
- Strong attention to detail
- Ability to work accurately with numbers
- Pleasant and professional demeanor
- Strong Communication Skills

Attributes

- Compassionate
- Detail oriented
- A sense of humor