

## Accounting Manager – West Operations

### Job Description

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<b>Reports To:</b>	Controller
<b>Supervisory Responsibilities?</b>	No
<b>FLSA Classification</b>	Exempt
<b>Work Status</b>	Full Time
<b>Effective Date</b>	December 2023
<b>Revision Date(s)</b>	

### **POSITION SUMMARY**

The Accounting Manager for the West will work out of the Lafayette office, to provide hands on support for our Lake Charles, Lafayette, and Houma operations, in all aspects of financial management. Reporting to the Controller, the ideal candidate should be experienced in financial reporting, budget preparation, procurement processes, grant tracking, sales tax regulations, and internal control compliance.

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Second Harvest Food Bank (SHFB) believes that each employee makes a significant contribution to the success of the company; that contribution should not be limited by the work identified, assigned tasks, and overall responsibilities. Each employee is expected to offer his/her talents, expertise, and services whenever necessary to ensure the achievement of company goals.

### **ACCOUNTABILITIES**

- Act as liaison between West operations team and Harahan finance office.
  - Assist in the day to day procure to pay activity for the West to resolve discrepancies and ensure timely payment processing.
  - Responsible for accurate allocation of costs, compliance monitoring and financial reporting related to various grants.
  - Responsible for sales tax compliance and reporting related to various programs.
  - Work with managers to increase financial reporting accuracy and respond to inquiries regarding results and special reporting requests.
  - Assist Controller in the month-end close process, including analysis and reconciliations.
  - Assist Controller in the annual audit preparation and 990 tax return filings.
  - Lead budgeting efforts related to West operations, programs, and various grants.
  - Responsible for ensuring appropriate internal controls are in place.
  - Cross-train with other finance staff to provide backup to all critical functions as needed.
  - Participate in proposing solutions to issues and recommend improvements.
  - Respond to ad hoc queries regarding accounting matters.
  - Assist in other SHFB responsibilities as assigned.
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### QUALIFICATIONS

**Education:** Bachelor's degree from accredited institution in accounting, finance, or business required.

**Experience:** Five to seven years' experience in financial management; a professional demeanor and a thorough understanding of Generally Accepted Accounting Principles and financial management information systems. Experience working in the non-profit environment preferred.

### **Skills and Capabilities**

*The ideal candidate will possess many of these professional and personal abilities and attributes:*

- Understanding of Generally Accepted Accounting Principles (GAAP).
- Significant understanding of accounting functions including accounts payable, accounts receivable, general ledger maintenance, purchasing and payroll.
- Strong analytical and problem-solving skills, to be able to identify and propose system & process improvements.
- Ability to communicate complex information clearly, both written and verbal.
- Ability to work independently, multi-task, work under pressure and meet deadlines required.
- Highly organized with a strong attention to detail.
- High degree of professionalism, flexibility and initiative.
- Experience with various ERP systems; advanced proficiency in Microsoft Excel.
- Committed to organizational mission to ending hunger.

**Allowable Substitutions:** Combination of education, experience, and/or training that provides the required knowledge and skills for the position may be may be considered in lieu of education and/or experience at the company's discretion.

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### WORK ENVIRONMENT

The physical demands and work environment characteristics described here 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.

This position operates primarily in an office setting. This position requires sitting at a desk or in meetings for long periods of time and involves extensive computer work with frequent interruptions. Some travel between warehouse locations will be required. Occasionally, warehouse duties for repack or salvage may be required as well as the need to respond to issues

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outside of normal working hours (e.g., special events, disaster response, etc.). The employee may be required to push, pull, lift, and/or carry objects. With forklift traffic in the facility and product stacked and stored throughout, this position requires someone who is mobile and who can watch for traffic and normal hazards of a warehouse environment.

By signing below, I acknowledge that I have read and understand this job description.

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Employee's Printed Name

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Employee's Signature

Date

*The above statements are intended to describe the general nature and level of work performed by employees assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills. This job description does not constitute an employment agreement/contract between SHFB and the employee and is subject to change as the needs of the company and requirements of the job change.*