

Job Title: Office Receptionist/Bookkeeper, Second Harvest Food Bank of ECI

Status: Full-time, non-exempt

Place in the Organization:

- Report to the Chief Operations Officer

Purpose:

- Manages the day to day activities of all matters relating to the financial performance of Second Harvest Food Bank as directed by Chief Operations Office.
- Support, coordinate and maintain all office functions as directed by the Chief Operations Officer. Creating a positive first impression for all visitors coming to or communicating with Second Harvest Food Bank.

General Responsibilities:

- Assist Chief Operations Officer in all matters relating to the development and implementation of Second Harvest Food Bank financial goals and objectives:
- Responsible for Accounts Payable and Receivable processing, check writing and reconciliation
- Processing Expense Reports documentation of staff
- General Ledger activities as directed by our CPA
- Monitoring of Capital Assets
- Assist with developing control policies and procedures
- Maintain various spreadsheets related to operational expenses and controls
- Maintain petty cash account
- Manage monthly closing of financial information
- Generate Feeding America reporting requests
- Maintain and verify Food Distribution Records
- Control information for Business Insurance
- Manage a multi-line phone system
- Greeting all visitors in a positive way
- Present a professional image for all visitors
- Manage the visitor check-in procedure
- Records management as directed by the Chief Operations Officer
- Mail management as directed by the Chief Operations Officer

Specific Responsibilities & Duties:

- Provide a professional, team oriented approach focused on business results
- Must have clear understanding of and ability to articulate the mission of SHFB
- Must be able to effectively interact with diverse clientele and staff
- Ability to make necessary adjustments to the plan at any point during the day
- This position requires excellent writing and communications skills.
- The ability to interact professionally with prospects and donors, volunteers and staff
- Success in this position requires a detail-oriented and self-motivated individual.
- One to two years customer service experience preferred but not required
- When needed, contact agency partners about outdated/missing files and documentation

Position Requirements:

- MS Office Suite proficient
- 3 years bookkeeping experience or a bachelor's degree in a related field
- Compassion
- Customer Focus
- Peer Relationships
- Problem Solving
- Time Management Skills
- Must have a valid driver's license
- Ability to bend and lift a minimum of 30 lbs.

Updated 12/08/16, 11/19/18, 01/04/19