

Staff Accountant

Loaves & Fishes Community Services is seeking a detail-oriented Staff Accountant to support the organization's financial operations. This full-time position reports directly to the Director of Finance and Information.

The Staff Accountant will be responsible for preparing financial statements, supporting grant reporting, assisting with budgeting and forecasting, processing accounts payable, and maintaining financial records in support of the organization's mission.

Responsibilities:

- Perform monthly financial closing activities including financial statements prepared in QuickBooks Online
- Reconcile bank accounts, balance sheet accounts, and other financial systems
- Assist with the budget & rejections
- Collaborate with the external audit firm during the annual financial audit and preparation of the 990 tax return for the June 30 fiscal year-end
- Process weekly check and ACH payments & maintain some vendor accounts
- Enter and validate monthly credit card transactions
- Track and analyze operational and financial performance data
- Work with the Advancement team to record online and mailed donations
- Organize and maintain file retention

Job Requirements and Qualifications:

- Bachelor's Degree in accounting or relevant field
- Minimum of two years of accounting experience
- Experience with QuickBooks Online preferred but not required
- Proficient in Microsoft Office, especially Excel
- Strong organizational, analytical and time management skills
- Ability to manage multiple priorities and meet deadlines
- Attention to detail and accuracy
- Effective verbal and written communications skills

Loaves & Fishes Community Services is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law. Qualified applicants protected by law are encouraged to apply.

Submit resume and cover letter to Careers@loaves-fishes.org

