

## Job Description

**Job Title:** Accounting Specialist  
**Classification:** Full-Time, Exempt  
**Department:** Finance and Administration  
**Reports to:** CFO  
**Location:** Louisville, Ky

### Job Summary:

Assist in financial operations of Dare to Care as directed, including but not limited to, facilitate accounts payable, operating, and non-operating receipts, restricted grants, payroll, monthly and year-end closings, and other accounting functions as needed and assigned.

### Principle Duties and Responsibilities:

- Maintain accounts payable. Prepare manual and electronic payments
- Code all invoices to their respective account
- Maintain vendor records and produce 1099-Misc forms each January. Acquire a W-9 Request for Taxpayer Identification Number and Certification from all vendors
- Ensure that non charitable deposits to the bank are made no less than weekly
- Complete credit applications
- Record and reconcile all bank account deposit to accounting system
- Reconcile benefit accounts and other balance sheet accounts.
- Reconcile purchased food to the inventory system
- Maintain gift cards records and documents and reconcile monthly
- Maintain the credit card program for employees
- Maintain donations in kind
- Maintain lease and contract renewal schedules
- Review and process payroll. Input payroll into accounting system
- Maintain a schedule of restricted grants. Ensure the grant restrictions are cleared.
- Assist with monthly and year-end closings by processing accounts payable, credit card reconciliations and payments, deposit summaries downloads, reports
- Assist CFO with budget, audit and other projects as needed
- Operate computer programs, accounting software, and general office equipment
- Utilize volunteers wherever possible to accomplish the mission of the foodbank Train, help, and encourage them in their assigned tasks.

### Knowledge, Skills and Abilities Required:

- Bachelor's degree in accounting and experience preferred
- Proficient in Microsoft Office and willingness to learn other software as needed.
- Solid working knowledge of accounting theory, terminology, and internal controls required.
- Self-starter; able to be self-directed while collaborating effectively with other staff members
- Excellent organizational skills and the ability to prioritize multiple projects/tasks; strong attention to detail, and ability to work in a quick-paced environment
- Excellent interpersonal and communication skills
- Willingness to be a team player, have a positive attitude and take on new challenges as needed
- Honesty, reliability, and attention to detail are crucial.
- Must be able to work closely with co-workers, donors, agency representatives, volunteers, clients and all others with whom you may come in contact with while representing Dare to Care.
- Able to maintain a flexible schedule; able to work occasionally on weekends and to travel, as needed.