



Staff Accountant/Controller

Summary: The Staff Accountant/Controller is responsible for managing the Center's financial transactions and financial reporting functions including: accounts payable and receivable, payroll, financial statements, and providing analysis and advice to organizational leadership.

Hours/Classification: This is a part-time (15-20 hours/week), non-exempt (hourly) position. Schedule to be determined with applicant. Ideal schedule includes 3 weekday shifts totaling 15 hours, with additional time as needed during peak times of the month/year. Evening hours required a few times a year.

Direct Report: The Staff Accountant reports to the Director of Operations.

Qualifications:

Required Qualifications:

- Bachelor's Degree in Accounting, Finance and/or related field (CPA or CMA certification or significant additional experience may be substituted for degree).
- Minimum 4 years' experience in accounting, as full-charge bookkeeper, accountant, or controller. (Additional preferred.)
- Proficiency with QuickBooks online.
- Proficiency with Microsoft Word and Excel including excel accounting functions, formatting, conditional formatting. More advanced proficiency preferred.
- Strong attention to confidentiality of private information; exceptional professional discretion.
- Excellent organization and time management; ability to meet deadlines and to keep accurate records.
- Exceptional judgement, professional ethics, integrity, and problem-solving skills.
- A strong appreciation for organization's mission, values, and approach, with a commitment to working with and supporting all members of the Amherst Survival Center community and ensuring the fair and equitable distribution of goods.

Preferred Qualifications:

- 5-8+ years' experience in accounting, as bookkeeper, full charge bookkeeper, accountant, or controller.
- 2+ years' experience in accounting in a non-profit setting strongly preferred.
- Prior experience effectively managing grant budgets and restricted funds.
- Intermediate/Advanced excel skills including ability to manipulate, analyze, validate, and chart data; pivot tables; macros; etc.
- Comfort with SharePoint/Google applications a plus.
- Strong communication skills and demonstrated ability to explain finance concepts to programmatic and fundraising colleagues.
- Preference for candidates who bring additional skills, capacity, and perspective that strengthen our ability to meet our mission such as: language proficiency in addition to English; lived experience with food insecurity; racial, cultural, and ethnic diversity; community engagement; experience working on food justice issues; experience working within organizations on diversity, equity, and inclusion; collaborative leadership, and/or other relevant skills.

Language Proficiency:

- Professional working proficiency (written and verbal) in English required.

Essential Duties and Responsibilities

Financial Management:

- Manage all aspects of the organization's accounting, including accounts payable, accounts receivable, month-end close, journal entries, and financial reports to various funders.
- Biweekly payroll processing through external payroll company.
- Prepare and maintain financial reports and statements, including balance sheets, income statements, and cash flow statements.
- Provide financial analysis and advice to the leadership team.
- Ensure that all financial transactions are recorded accurately and in a timely manner, using QuickBooks, generated reports, and other tools as needed.
- Work with Director of Operations, Executive Director, Finance Committee, and other staff to develop the annual budget. Monitor actual expenses as compared to budget and share information as needed with program staff.
- Provide budgetary information for funding applications; ensure accurate and timely grant spending, accounting, and reporting for both restricted and unrestricted funds.
- Serve as the staff liaison to the auditor, and compiling all relevant records.
- Monitor and maintain compliance with all federal and state laws and regulations related to accounting and finance.
- Continually evaluate and improve financial systems and processes to ensure accuracy, efficiency, and compliance.
- Support Development with special gifts.
- Prepare reports for finance committee, and present information as required.
- Manage digital and paper documents according to document retention policies.

Additional responsibilities:

- Participate actively in staff meetings as required and regular supervision meetings.
- Represent the Amherst Survival Center with community stakeholders/vendors as assigned.
- Demonstrate professionalism at all times, both verbally and in writing when representing the Amherst Survival Center, including appreciating and supporting those you work with, showing respect to all ASC community members, demonstrating professional conduct, acting with honesty and fairness in all of your dealings with others, proactively addressing conflict in the Center as it arises.
- Approach your work with an attitude of continuous improvement. This involves continually examining processes to discover and eliminate problems in order to improve organizational effectiveness.
- Play an active role as part of the Amherst Survival Center team to develop organizational structures and policies, and ensure all program areas fulfill the Center's mission, including playing an active role in the Center's justice, equity, diversity, and inclusion efforts. Participate in intentional learning opportunities, including a focus on understanding and dismantling institutional racism and building cultural competency.
- Other reasonable duties as assigned Executive Director or designee.

Working Conditions: Position primarily works indoors, with occasional outdoor exposure. Frequent typing, writing, talking on phone, and talking in person. The Center is a fast-paced environment which can be crowded/noisy.

The Amherst Survival Center is an equal opportunity employer. We are committed to racial equity and social justice and make a particular effort to recruit people of color to apply for open positions. We employ the best qualified individuals without regard to race, color, religion/religious creed, national origin, ancestry, age, genetic information, sex, gender identity or expression, sexual orientation, disability or military status.