

**Job Title:** Accounts Receivable Coordinator

**Reports to:** Accounting Manager

**Date:** January 27th, 2020

***Kids’ Food Basket*** believes all children have a right to equitable, consistent access to the nutrition they need to grow. We got our start 17 years ago by serving 125 kids each school day through our Sack Supper program, and now we serve nearly 8,800 kids each school/summer program day throughout Kent, Muskegon and Ottawa + Allegan counties. Nourishing healthier generations of children is at the core of Kids’ Food Basket’s mission and is what we strive for daily through our four Commitments:

* We **Nourish** our future by providing ready to eat healthy food on a daily basis to children in need,
* We **Grow** by increasing healthy food access for our communities through the growth and distribution of sustainably grown vegetables and fruit,
* Our community **Learn**s through the use of our facilities and farm as classrooms to foster learning and empowerment across economic barriers,
* We **Engage** our diverse community to work for Good Food for all.

If you are passionate about nourishing children to reach their dreams, then consider joining our team!

**Job Responsibilities**

Responsible for detailed and accurate documentation of income received throughout the organization.

* Accounts Receivable
  + Ensure incoming gifts are secure and documentation is properly filed.
  + Accurately code gifts according to funding source, restrictions, etc.
  + Process online donations, download reports, review transactions, code appropriately.
  + Prepare and distribute donation and pledge reports to development staff.
  + Prepare grant related budgets and reports for development staff upon request.
  + Prepare grant budgets and narratives by location and program from annual budget.
  + Prepare invoices for rental income and charitable gifts.
  + Assist with preparing income data for annual budget planning.
  + Assist with income documentation for annual audit
* Income Reconciliation
  + Pull accounts receivable reports from donor database and code for general ledger entry each week. This includes cash, credit card, stock and in-kind donations.
  + Complete additional income reconciliation at month end.
* Donor Database and Relations
  + Train staff on finance competencies for roles upon new hire or transition.
  + Build reports and queries within donor database for internal use. Serve as secondary on reports and queries for external use, such as mailing lists.
  + Assist departments when problems and issues arise regarding processing of funds and receivables.
  + Organize soft-credit gifts for entry into donor database.
  + Back up for donor database entry (cash, stock and in-kind gifts)
* Other
  + Perform finance functions at fiduciary and third-party fundraising events.
  + Update Accounting Policies and Procedures handbook with standard operating procedures as needed.
  + Attend Finance Committee meetings, provide administrative support with minutes and packet preparation.
  + Attend staff trainings and workshops.
  + Perform other duties as assigned.

**Skills and Qualifications**

* Associate or Bachelor degree preferred for application.
* Experience with accounting software, QuickBooks preferred.
* Experience with donor database software, Raiser’s Edge preferred.
* Experience working in the nonprofit sector as a volunteer, intern or staff member.
* Must be able to effectively interact with a diverse population of youth and college age volunteers from a variety of ethnic and socioeconomic backgrounds.
* Attention to detail.
* Be organized with the ability to work in a fast paced, ever changing work environment.
* Possesses skills in project and time management.
* Be well versed in computer programs, previous Microsoft Excel use required.
* Can work independently as well as collaboratively.
* Demonstrate the ability to solve problems, analyze systems and data, and make suggestions for improvement.
* Have reliable transportation to work.
* Have a basic understanding of hunger and poverty issues in Grand Rapids.

**Physical Activities**

* Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
* Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which you must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
* Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.
* Visual Acuity: The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
* The workers is not substantially exposed to adverse environmental conditions

Schedule: During normal business hours from 8 am to 5 pm. Some early mornings, evening and weekends required.

**Compensation:** Commensurate on experience

**Benefits:** Kids’ Food Basket is proud to offer a comprehensive benefits package.

To be considered for the position, applicants must send cover letter and resume via email as soon as possible. **Applications will be reviewed as they are received.**

(NO CALLS PLEASE)

Send cover letter and resume to:

Robin DeYoung

[hiring@kidsfoodbasket.org](mailto:hiring@kidsfoodbasket.org)

Kids’ Food Basket is an equal opportunity employer. Our policy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, creed, ethnicity, gender/gender identity, sexual orientation, religious belief, sex, national origin, age, ancestry, qualifying physical or mental disability, height, weight, marital status, veteran status or genetics. In addition to federal law requirements, Kids’ Food Basket complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.