



Job Description

Position Title: Finance & Compliance Manager
Reports To: Director of Finance
Department: Finance and Administration - Part-Time (20 Hours)

Our Mission: To improve the quality of life for all Rhode Islanders by advancing solutions to the problem of hunger.

Our Vision: We envision a state where no one goes hungry.

Diversity Statement: The Rhode Island Community Food Bank embodies diversity, serving every part of our state and engaging people from all communities and backgrounds in our work. We are an open and inclusive organization that welcomes, respects, and values all people. Diversity strengthens our organization, so we take responsibility for attracting employees, volunteers and supporters with diverse identities and life experience. When we seek out, recognize, and cultivate diversity within our staff, we create an enriched and more inclusive work environment. Ultimately, it is our collective wisdom that enables us to achieve our mission with creativity and compassion.

Nature and Scope

The Finance and Compliance Manager will be responsible for various accounting, payroll and compliance duties. One of the main functions of this position is to ensure accurate quarterly financial reporting for the two federal programs (TEFAP and CSFP). The incumbent will also process payroll and the 401(k) & HSA payments, alternating with the Director of Administration. Also, the Finance and Compliance Manager serves as a backup to other finance department staff to assist during busy season and fill in for finance staff, as needed.

Responsibilities

- Manages the monthly/quarterly reporting for TEFAP, CSFP and other federal programs that may arise.
- Manages grant restriction schedules and ensures that restricted revenue is spent in accordance with the restriction.
- Manage the document retention process for the RICFB.
- Reconciles monthly contributions between the finance department and development department.
- Processes bi-weekly payroll, alternating with the Director of Administration.
- Processes benefit transmittals for 401(k), HSA, FSA, etc., alternating with the Director of Administration.
- Manages the fixed asset schedule and calculates monthly depreciation.
- Prepares quarterly sales tax report.
- Assists the CFO in the charity registration process and updating various websites including D&B, Charity Navigator and Guidestar on a regular basis.
- Provides research on various accounting, regulatory and other issues, as requested.
- Other projects as needed.

Qualifications:

BS/BA degree in accounting or a business-related field with at least 5 years' experience, preferable in public accounting with a background in not-for-profit accounting. Must have strong written, verbal, and interpersonal skills. Computer skills required include: a computerized accounting system including general ledger, accounts payable, accounts receivable (Blackbaud for Windows preferred, but not required) and advance Microsoft Excel skills. Further, must be able use

Microsoft Word, PowerPoint, and Adobe Acrobat Pro XI. The individual must be self motivated and demonstrate the willingness and ability to develop an understanding of the Rhode Island Community Food Bank's mission, programs, and the roles of all members of the agency including staff, volunteers, clients, donors, and other outside agencies.

I have read the above job description and I understand the job responsibilities that have been set forth.

Employee Signature _____ **Date**_____