



Job Description

Job Title: Accounting Clerk
Classification: Full-Time, Non-Exempt
Department: Finance & Administration
Reports to: Director of Finance
Location: Meridian, ID
How to Apply: <https://idahofoodbank.org/about/employment/>

Job Summary:

The Accounting Clerk is responsible for facilitating the Accounts Payable, and Payroll processes. Supporting the General Accounting team by providing accurate and timely data, and compliance with GAAP regulations and internal controls. This position is an integral part of the annual audit team and provides support to the Finance team through other tasks as assigned.

Principle Duties and Responsibilities:

- Weekly preparation of invoices for accounts payable processing including acquiring W-9 for all vendors, maintaining vendor records, and preparing annual 1099-MISC.
- Bi-weekly preparation of Payroll processing and submission.
- Maintain 401k, HSA/FSA records, submit bi-weekly remittances, and complete reporting.
- Collaborate with Accountant to maintain credit card processes and payments.
- Assist other areas of the Finance team as needed (e.g., mail and gift processing).
- Ad hoc data analysis and reporting as required.
- Assist with audit preparation and audited financial statements. Resolve accounting discrepancies and irregularities.
- Maintain and enforce Internal Controls throughout the Accounts Payable and Payroll processes.
- Maintain and update Standard Operating Procedures (SOP's) for all assigned processes.
- Support and back up Director of Finance for accounting software expertise (e.g., CERES and SmartData), and support other departments in accessing and understanding financial data.
- Operate computer programs, accounting software, and general office equipment.
- Serve as support to Finance Department Special Projects and FY Department Business Goals.
- Identify opportunities to streamline accounting workflows and implement improvements.
- Perform other related duties as requested.

Knowledge, Skills and Abilities:

- Bachelor's degree in finance, accounting, or related field preferred or equivalent experience.
- Understanding of GAAP and accounting cycles.
- Proficiency in Excel and accounting systems.
- Strong attention to detail and accuracy.
- Excellent communication, analytical, and organizational skills.
- Maintain confidential information without breach.

Working Conditions

This work is performed primarily in an office environment while sitting at a computer terminal for extended periods of time. May involve periodic lifting and carrying of items that may weigh up to 50 pounds. May work outside normal working hours and drive own vehicle for various projects on a daily basis.

Food Safety

- Commit to uphold policies, principles and best practices for food safety.
- Understand the personal responsibility to follow all safety policies and health rules, programs and procedures, to report all unsafe acts, environment or behaviors immediately and to always report safety issues, incidents or accidents immediately.

Employment Requirement

- Negative Drug Screen
- Successful Background Clearance

Disclaimer

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give assignments.

This position description excludes the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Organizational Culture

At The Idaho Foodbank, we live our core values of **Belonging, Commitment, and Collaboration**. We're driven by our mission to nourish, educate, and advocate for food-secure communities. We believe every team member plays a vital, daily role in our mission.

Equal Opportunity Employer

The Idaho Foodbank is an Equal Opportunity Employer fully committed to attracting and retaining diverse talent. We invest in fostering a diverse work environment that promotes equity and inclusion where our staff and those we serve will be afforded equitable access and opportunities to reach their full potential and feel valued, respected, and supported.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.