

San Antonio Food Bank

Job Description



Position Title: *Supervisory Payroll Accountant*
Accountable to: *Chief Financial Officer*

General Description:

Plans, organizes, and produces a bi weekly payroll for approximately 150 employees. Manages and coordinates Accounts Payable, General Ledger postings and all banking activities of the Food Bank.

Responsibilities

- Ensures that payroll and all related activities are completed in a timely manner.
- Coordinates with Human Resources to ascertain New Hire paperwork and benefit information is correct for payroll processing purposes.
- Oversees and approves Accounts Payable and General Ledger postings on a weekly basis.
- Oversees the banking process to include reconciliation of all Food Bank accounts.

Other Activities

- Supervises the day to day activities of the Receptionist, Accounts Payable Coordinator and Staff Accountant.
- Performs annual reviews for direct reports in a timely manner.

Monthly Reporting Requirements

- Balance Sheet account reconciliations

Qualifications:

- College Degree in Accounting preferred.
- 2 to 5 years of payroll processing experience.
- Knowledge of ADP software to include Pay expert, Labor Manager and ADP Reporting.
- Knowledge of GAAP and basic fund accounting procedures.
- Experience working in a Non Profit Corporation is preferred.
- Excellent written and verbal communication skills.

- Skills in computer applications i.e. word processing and database management.
- Ability to work independently with minimum supervision.
- Ability to organize work, attention to detail, accuracy and the meeting of deadlines.
- Ability to work cooperatively with other Food Bank staff and volunteers.
- Ability to present a professional demeanor under a variety on conditions.

The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.

Send Resumes with a Cover Letters to hrrsafb@safoodbank.org