



Our Mission

Our mission is to leverage the power of food to end hunger and build healthier communities.

Our Vision

We believe that the fight against hunger and the fight against poverty are one and the same. We envision a future in which food is recognized as a human right and every person is able to feed themselves and their families in dignity.

Together, we work to create a more nourished, prosperous region.

Our Values

Our core values define who we are and how we work with our communities. Foodlink & our team members have:

Compassion - treat all with dignity & respect; build kinship with those we serve

Innovation - say yes; avoid complacency risk failure in the pursuit of ending hunger

Collaboration - build a shared vision, create synergies, maximize resources

Agility - respond urgently to the ever-changing needs of our community

Stewardship - maximize the impact of every dollar, donation and asset

Job Title: Finance Assistant

Reports to: Director of Finance & Administration

Status: Full-Time (40 Hours Per Week) Hourly, Non-Exempt,

JOB SUMMARY

The Finance Assistant supports the Finance & Administration Department and Foodlink as a whole by assisting with financial reporting, enforcing fiscal controls, vendor relations, risk management and reception duties. Entry-level financial management and strong customer service skills are essential for this position. The Finance Assistant will also serve as the primary back up for the front-desk reception duties which requires fielding incoming call from the public, directing visitors, volunteers and vendors.

KEY RESPONSIBILITIES

Accounts Payable & Financial Support

- Provide general financial management and administration support including scanning checks for deposit, assisting in tracking donations and revenue, entering receipts in accounting system, etc.
- Assist in the receipt, processing and deposit of various payments. Specific duties include:
 - Enter coded Accounts Payable (AP) vouchers, process weekly check run
 - Provide invoice copies and disbursement support for funder compliance
 - Monitor vendor accounts for processing timely payments and credits
 - Maintain vendor accounts, including obtaining Form W9.
 - Process Form 1099's as required

- Exercise discretion in the performance of assigned duties by being knowledgeable of Foodlink policies and procedures regarding confidential materials and information, and complying with such policies when handling confidential items or providing information to employees or the public.

Office Support

- Assist in the coordination of Finance Office staff meetings as assigned; record minutes at Finance Office staff meetings, budget meetings, or as assigned.
- Assist in office organization, filing and archiving.
- Provide administrative support for Director of Finance and Administration, as requested.
- Other duties may be assigned based on company needs.

Reception Support

- During assigned hours (approximately 2-3 hours per week) – greet visitors, answer calls, and direct visitors/calls to appropriate space or staff member.
- Take on reception duties as needed to cover for paid time off.
- Assist with the intake of volunteers, community service and workforce development participants

QUALIFICATIONS

- Previous work experience in finance/accounts payable/database management preferred or equivalent combination of education and experience.
- Proficiency in use of software application, spreadsheets, word processing, and database
- Experience working with Microsoft Office; Excel, Outlook, Word, Etc. QuickBooks online, Docuware, and Papercut a plus.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to operate electronics, photocopier or other standard office machines, perform routine alphanumeric filing tasks, and perform basic record keeping and tabulation tasks.
- A keyboarding rate of 40 words per minute is required.
- Friendly, customer-oriented personality.
- Fluency in English required. Knowledge of Spanish helpful.

We are actively seeing a diverse pool of candidates for this position and strongly encourage applications from candidates of color.

SALARY AND BENEFITS

This is a full time, year-round position, paid on an hourly basis. Foodlink covers 100% of individual health and dental insurance with the ability to acquire family coverage with pretax dollars. In addition to generous paid time off (PTO), we observe 14 paid holidays throughout the year. Opportunity to contribute to a 401k retirement savings plan upon hire. Eligible for generous employer match after 1 year of service.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. This position regularly requires the individual to lift objects weighing up to 50lbs.

Everyone is welcome here. Foodlink is an equal opportunity employer. Our policy strictly prohibits discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.