



## Fighting hunger and poverty in northeast North Carolina

Serving Beaufort, Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Hyde, Martin, Northampton, Pasquotank, Perquimans, Tyrrell and Washington Counties.

### POSITION DESCRIPTION

|   |   |   |
|---|---|---|
| <b>Position Title:</b>  | <b>Department:</b>  | <b>Reports to:</b>  |
| Finance & Accounting Associate  | Finance   | Chief Finance Officer   |
| <b>Position Type:</b>   | <b>Pay scale:</b>   | <b>Fair Labor Standards Act (FLSA) Status:</b>  |
| <input type="checkbox"/> Full-time<br><input checked="" type="checkbox"/> Part-time<br><input type="checkbox"/> Seasonal/Temporary<br><input type="checkbox"/> Intern | \$30.00 Hourly  | <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt  |
|   | Benefits* <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |   |
|   | <b>Hours per Week:</b>  | <b>Schedule:</b>  |
|   | 25  | Schedule variations may apply<br>Typical Schedule: Mon – Fri: 8:00 am – 1:00 pm<br>(occasional evening and weekend hours may be required) |

Revision date: 3/25/2026

### MINIMUM REQUIREMENTS, EDUCATION, QUALIFICATIONS, CERTIFICATIONS & EXPERIENCE

- Bachelor’s Degree in Accounting, Finance, or an equivalent combination of education, relevant work experience, and/or certification in a related field.
- Minimum of five (5) years of progressive experience in finance and accounting
- Experience performing financial reporting and analysis required.
- Experience working with foundations, nonprofits, or the private sector, highly desirable
- Advanced proficiency in Microsoft applications to include Excel, Word, Outlook and ability to work within a web-based Microsoft 365 environment
- Experience using accounting software, database applications, and project management tools.
- Applicant must successfully complete a basic skills test with Meets or Exceeds Requirements in all categories, which include: minimum data entry speed of 87-92 cpm with 92-95% accuracy as well as demonstrated proficiency in Microsoft applications to include Excel, Word, Outlook and web-based Microsoft 365 environment
- Must have and maintain a valid, state-issued Driver’s License with previous three years safe driving history.
- Must authorize a North Carolina Criminal Record Check and Motor Vehicle Report.
- Must adhere to Food Bank of the Albemarle’s Drug and Alcohol Policy.

### DESIRABLE SKILLS AND QUALIFICATIONS

- Must possess strong analytical, critical thinking, and problem-solving skills.
- Must possess the ability to work effectively in an independent manner as well as integrate as a highly resourceful team member.
- Demonstrated professional ethics, integrity, and strong attention to detail.
- Must have excellent written and verbal communication skills.
- Must be able to develop and work with advanced spreadsheets that include advanced formulas, pivot tables, and data analysis tools.
- Must be able to perform database review, reconciling and reporting functions.
- Must be able to perform mail merge and template creation tasks.

### SUPERVISORY RESPONSIBILITIES

There are no supervisory responsibilities associated with this role at this time.

### POSITION SUMMARY

The Finance & Accounting Associate plays a vital role in maintaining the financial integrity and operational excellence of the Food Bank of the Albemarle. This position supports the Chief Finance Officer in executing comprehensive financial operations, including donor receipting, billing, financial monitoring, reporting, and compliance with Feeding America guidelines and applicable regulatory requirements.

**ESSENTIAL FUNCTIONS****Financial Operations**

- Perform general accounting functions including journal entries, general ledger reconciliations, and bank account management.
- Process accounts payable, purchase orders, and petty cash disbursements.
- Reconcile bank deposits and remote deposits between donor and financial systems.
- Post daily deposits and maintain credit card payable accounts.
- Manage employee expense report processing and reconciliation.

**Reporting & Compliance**

- Support tracking of grant funding and expenses against approved budgets.
- Prepare financial reports for internal leadership and external stakeholders.
- Assist with tax reporting, including sales and use tax payments and refund submissions.
- Support preparation of annual tax documents (including Forms 1099 and 1096).
- Maintain compliance with Feeding America guidelines and organizational policies.

**Audit & Financial Controls**

- Assist the Chief Finance Officer in the annual audit process.
- Support development and maintenance of internal controls to safeguard financial data.
- Perform monthly database maintenance and financial close-out routines, as assigned.

**Team Support & Special Projects**

- Serve as backup for donation reporting and Ceres database management.
- Assist with annual budget preparation and financial forecasting.
- Support finance team members as needed.
- Complete special projects and financial analyses, as assigned.

**Accountability:**

- Work harmoniously with all other departments and staff.
- Participate in staff meetings, strategic planning, and special events.
- Other assigned duties aligned with Food Bank of the Albemarle's strategic objectives.

**Working Environment**

This role requires maintaining professional and collaborative relationships with diverse stakeholders, including donors, volunteers, clients, vendors, and community partners. The Finance & Accounting Associate must demonstrate diplomacy, discretion, professionalism, and a service-oriented mindset in all interactions while representing the organization.

### PHYSICAL REQUIREMENTS

This role requires on-site presence and is not eligible for remote or hybrid telecommuting options.

The physical demands of this position are considered medium work. Essential job functions include:

- Prolonged periods of sitting at a desk, writing, and working on a computer
- Must be able to regularly lift and move objects up to 20 pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- The employee is regularly required to talk, hear, and interact without deliberate impediment.
- May occasionally be required to stand, walk, stoop, bend, kneel, crouch, reach and twist.
- Regularly required to use hands to finger, handle, hold or feel.
- Operation of office equipment requiring repetitive hand movements and fine coordination including use of keyboard.
- Visual acuity performing activities including, transcribing data, viewing a computer terminal, extensive reading, and financial analysis.

### TRAVEL

- Local travel within the service area to carry out the duties and responsibilities of this position

### BENEFITS

\*In accordance with the FBA's Personnel Policies, this role is not eligible for benefits.

### DISCLAIMER

*The Food Bank of the Albemarle's relationship with the community, from food donors to volunteers, is one of high visibility and all staff must exercise diplomacy and maintain a friendly and professional demeanor when interacting with various clients, suppliers, and volunteers.*

*This description is not intended to be an exhaustive list of all responsibilities, duties or skills required of personnel. Rather, they are general in nature and to be clarified upon request. The Food Bank reserves the right to update this Job Description at any time.*

*In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*The Food Bank of the Albemarle is an Equal Opportunity Employer.*