

**Foodbank of Santa Barbara County**

The Foodbank of Santa Barbara is committed to being leaders in Community Leadership, bringing members of our community into our organization and giving them significant responsibility and involvement in running programs, task forces and work groups. By doing so, we can scale our activities to a degree sufficient to end hunger and transform the health of the community through good nutrition.

**I.**            **JOB TITLE           Finance/Human Resources Specialist**

Reports to:        Finance/Human Resources Manager

Hours:                 40 Hours per Week

Location: Santa Barbara Education Center

The Finance/HR Specialist will serve as support for the Accounting and HR functions of the organization. This position must balance an accounting background with Human Resources management and administration.

Duties and Responsibilities:

* Ensure vendors are paid promptly and within terms by processing accounts payable and issuing checks. Includes auditing and verifying all receipts and support documents match the invoice and check requests.
* Ensure all deposits from checks and cash received at the SB facility in a timely manner. Forward as appropriate to the Development Coordinator in Santa Maria. Coordinate efforts as needed to ensure accurate recording and reporting of various deposits.
* Coordinate the payment of company credit cards, ensuring that all support documentation is obtained; credit card information is added into Ceres (accounting system) and paid in a timely manner.
* Produce monthly agency account statements, following up with agencies who are delinquent in making payments on their agency accounts. Provide necessary information to agencies to bring their accounts current.
* Reconcile various balance sheet accounts; provide general annual audit support during the annual onsite audit.
* Assist in payroll processing, coordinating the current payroll information and entering payroll into the Paychex (payroll) system. Serve as general HR support by performing various administrative functions and filing (new hire paperwork, LOA documentation, HR file management and audits).
* Other functions as required.

Skills, Education and Experience

* Four Year Degree in Accounting, Finance or Related Area, or equivalent experience.
* Two (2) to four (4) years of experience in accounting, and at least one (1) year of Payroll
* Non-profit Finance/Accounting experience preferred.
* Strong business acumen and excellent analytical skills.
* Proficient in Power Point, Excel, Access, Outlook Word etc.
* Strong organization and written and oral communication skills.

The Foodbank of Santa Barbara County embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented diverse workforce in a culture where all employees will contribute to their fullest potential.

Finance-HR Specialist 08/21