



We are seeking a Senior Accountant

Do you have a passion for food justice and social services? Are you ready to bring your customer service, office skills, and versatility to an agency that is the backbone of Pierce County's emergency food system? Do you want to work with a dynamic team, interact with a wide variety of clients, suppliers, contributors, and sponsors, and have a significant impact on food security in our community?

OUR STORY: Emergency Food Network (EFN) ensures that everyone in Pierce County has reliable access to the food they need. Since 1982, EFN has been the backbone of our community's emergency food system, distributing more than 14 million pounds of food each year to more than 75 food pantries, meal sites, and shelters. Our food comes from many sources: local donations, government Programs, and direct purchasing—all coordinated to create a dependable, nutritious supply for our neighbors.

SUMMARY DESCRIPTION:

The Senior Accountant is responsible for leading EFN's grant financial management and supporting core financial operations. Reporting to the Director of Finance, this role ensures accurate tracking, reporting, and compliance for state and federal grants; oversees business filings; produces financial reports; and supports month-end close, budgeting, and ongoing financial processes. The Senior Accountant plays a key role in maintaining EFN's financial integrity by coordinating cross-departmental workflows, monitoring budgets and expenditures, and ensuring internal procedures remain current and compliant. This position provides essential financial expertise to leadership and collaborates across teams to support EFN's mission and operational effectiveness.

ESSENTIAL FUNCTIONS:

Grant Management: 50%

- Serve as lead for a variety of state and federal grants including maintaining the grant calendar, coordinating team members, and ensuring the timeliness and accuracy of deliverables.
- Prepare and maintain grant funding records and reports.
- Monitor grant expenditures to ensure they align with approved budgets and funding guidelines.
- Ensure compliance with all grant requirements, including financial regulations and reporting standards.
- Coordinate appropriate staff to ensure proper allocation and financial procedures.
- Serve as the primary point of contact for financial matters related to grants.
- Oversee administrative tasks associated with contract vendors.
- Prepare allocation plans and understand program budgeting.
- Track, analyze, interpret, and apply policies, rules, and regulations.
- Collaborate with team members, provide expertise, and answer questions, and participate in formal and informal meetings as needed.
- Works with Development Department to create grant budgets

Financial Operations: 50%

- Lead the administrative flow of the Finance Department by refining existing systems, implementing process improvements, and ensuring efficient, well-documented workflows.
- Develop and manage project management plans and department calendars to support consistent, timely completion of financial responsibilities including reporting deadlines, grant requirements, audits, and organizational needs.
- Oversee business filings, registrations, and compliance requirements.
- Use QuickBooks to generate routine and ad hoc financial reports for senior leadership.
- Conduct month-end close activities, including journal entries, account reconciliations, variance analysis, and related documentation.
- Plan, schedule, and execute quarterly time studies, ensuring accuracy and completeness.
- Support payroll administration by verifying payroll data, reviewing changes for accuracy, and coordinating with the Office Administrator to ensure clean processing.
- Participate in the annual budget development process, including gathering data, preparing supporting documentation, and tracking expenditure throughout the year.
- Maintain up-to-date written procedures for all critical finance tasks, documents, and processes to ensure clarity, consistency, and continuity.
- Assist with annual audit preparation and execution.



- Provide backup coverage and support across a variety of finance functions including accounts receivable, accounts payable, journal entries, and other operational needs.

Perform other duties and responsibilities as assigned

QUALIFICATIONS:

- Excellent communication and documentation skills and demonstrated ability to prioritize workflow to meet critical deadlines while paying exceptionally close attention to detail.
- Accounting degree or related field with 3-6 years finance and/or grant oversight experience.
- Strong project management skills, with the ability to handle multiple projects simultaneously.
- Strong computer skills and willingness to learn new computer programs as needed.
- Excellent analytical and problem-solving skills.
- Continuous focus on process improvement
- High ethical standards. Confidentiality in all areas is essential.
- Ability to work collaboratively, in a team environment, across departments, and to work well with a wide variety of people, including volunteers, donors, businesses, clients, civic groups, and religious organizations.
- Computer proficiency in the following systems is required:
 - Microsoft Office
 - QuickBooks
 - Payroll Processing Software (EFN uses Paylocity)
 - Credit and bank withdrawal transaction software
 - Remote bank deposits

WORK SCHEDULE:

Monday - Friday, 8:00 am - 4:00 pm.

PHYSICAL DEMANDS:

This is an office job that primarily involves being stationary at a computer. Requires continuous talking, listening, frequent walking, standing, and occasional lifting (up to 25 pounds).

COMPENSATION:

- \$36-\$38/hour (based on experience)
- Benefits start accruing 60 days after employment and include:
 - 2 weeks of vacation accrued during first year, increases to 3 weeks' vacation in second year and each year after (up to a maximum of 4 weeks per year)
 - Paid sick leave is accrued at 8 hours for each month worked.
 - We provide medical (low deductible) vision, dental, short- and long-term disability, and life insurance
- EFN currently covers 100% of employee medical, dental, vision, life, and disability insurance premiums. Future coverage levels may be adjusted based on organizational capacity.
- EFN has a 403(b) plan and contributes 5% after the employee has been employed six months.
- Ongoing opportunities for professional development, including monthly staff training.

HOW TO APPLY:

EFN invites applications from qualified individuals interested in working for a high-performance, mission-driven organization. Please submit your cover letter and detailed resume to jobs@efoodnet.org. Use the subject line, Senior Accountant. Applications will be considered on a rolling basis until the position is filled. All applicants will be subject to a background check. Background check findings do not automatically disqualify you from employment.

EFN is an equal opportunity employer. For more information about the Emergency Food Network, please visit our website www.efoodnet.org.