



EXTERNAL JOB POSTING

Accounts Receivable Manager

(Full-time)

(Location: Charleston, SC)

The mission of Lowcountry Food Bank is to lead the fight against hunger in our community. Lowcountry Food Bank was founded in 1983 as a clearinghouse for donated food items through the generosity of Trident United Way and Coastal Community Foundation. In 2018, LCFB partnered with approximately 300 agencies to distribute over 31 million pounds of food to over 200,000 food-insecure children, seniors, and adults. To learn more about the food bank's mission and achievements, please visit www.lowcountryfoodbank.org.

The A/R Manager manages the accounts receivable activities of the organization and is responsible for receipts and accounting of funds and all associated record keeping, including daily reporting. The A/R Manager oversees the direct mail and receipts processing, all credit card donations and daily deposits, customer/agency statements, and daily and monthly transaction reports. The A/R Manager will ensure appropriate documentation of receipts and bank deposits is maintained, review and maintain daily receipt process, and ensure compliance with all financial policies and procedures. The A/R Manager must ensure accuracy, integrity and credibility of all accounting records while following appropriate financial policies and internal controls.

The successful candidate will possess a bachelor's degree in Accounting, or related field. Previous experience in accounts receivable and accounts payable required; non-profit, food bank or retail accounting experience is a plus. The candidate must have computer competency including use of Microsoft Office with the analytical ability to use advanced inventory systems. The candidate must have excellent organization, attention to details and problem solving skills along with the ability to multi-task. The position requires strong interpersonal communication skills, both written and verbal.

We offer a competitive salary and benefit package offered to include **FREE** medical and dental plans for employees, vision insurance, 401(k) with match program, 11 paid holidays and generous PTO package.

Submit Resume by-

(Email) humanresources@lcfbank.org

(Fax) 843-747-8147

(Mail) Lowcountry Food Bank

Attn. Human Resources Department

2864 Azalea Drive Charleston, SC 29405

Closing Date: May 10, 2019

AN EQUAL OPPORTUNITY EMPLOYER