

Junior Accountant

The Community FoodBank of New Jersey (CFBNJ) is a non-profit organization whose mission is to fight hunger and poverty in NJ by assisting those in need and seeking long-term solution. It distributes 50 million pounds of food a year to more than 1,000 non-profit programs, as well as more than 400 programs served by its Partner Distribution Organizations (PDOs). More than 4.7 million times a year, someone in need is fed by Community FoodBank of New Jersey's network of partner charities. A designated 501(c)(3) charitable organization, the Community FoodBank of New Jersey is a member of Feeding America, the nation's largest network of food banks, as well as a member of the New Jersey Federation of Food Banks.

The Community FoodBank of NJ is looking for a Junior Accountant to join our Finance Team. This role will report directly to the Controller and is located in the Hillside, NJ office.

In this role, the Junior Accountant will be responsible for supporting the Financial Controller and will conduct reviews of accounts payable to ensure compliance with company procedures. Primary functions include account analysis and posting into the Ceres financial system. This role will also have responsibility for preparation of the General Ledger entries and reconciliations for month-end closing. In addition, you will oversee distributions, provide administration, and deliver metrics of the organization's grants and contracts funding sources, and other areas as assigned.

Qualified candidates will have a minimum of a Bachelor's Degree in Accounting or related field, along with 3-5 years of accounting experience, in a non-profit environment. Familiarity with Ceres or enterprise financial systems a plus. Technical aptitude (Microsoft Word and Excel) is essential for success, along with a positive, can-do attitude, excellent communication and interpersonal skills, a high degree of self-motivation and the ability to work well on a team and learn new concepts quickly. Qualified candidates should send a resume to hrdept@cfbnj.org.