

America's Second Harvest of Coastal Georgia, headquartered in Savannah, GA serves as the food safety net for tens of thousands of children, senior citizens, low-income families, and people with disabilities that are at-risk for hunger throughout southeastern Georgia. The Kids Cafe program provides free meals and snacks to low-income children through a variety of community locations where children already congregate—such as Boys & Girls Clubs, churches or public schools. Kids Cafe is funded through public donations and government grants. In addition to providing meals to kids, all Kids Cafe sites also offer a safe place, where under the supervision of trustworthy staff, a child can get involved in educational, recreational and social activities.

Second Harvest currently has a position open for a full time Financial Analyst in the Kids Cafe program. This is a full-time, permanent position based at 2501 East President Street in Savannah.

JOB RESPONSIBILITIES:

- Administration of funds from government reimbursement programs (CACFP and SFSP) including training, monitoring, preparing audits, assist with submission of monthly budgets and creation of yearly budgets and application
- Maintain a clear understanding of program compliance
- Work with Kids Cafe Manager to create management plans and evaluate program effectiveness
- Work with Food and Beverage Director to meet food procurement needs and requirements
- Maintain and compile all files and reports (paper and electronic) for Kids Cafe fund usage within program requirements
- Process agency payments, vendor bills, inventory purchases, and donation payments
- Act as resource to CFO in development of budgets, analysis and other financial issues
- Other duties as assigned by supervisors

Requirements:

Position requires a minimum of a Bachelor's degree in Finance or Accounting with at least 4 years of practical experience in finance, budgeting and accounting duties.

Must demonstrate excellent written and oral communication skills, organizational abilities and attention to detail.

Criminal history background check required and along with a clean driving record.

Please submit interest letter and resume to:

Alison Mahoney
Human Resources Manager
amahoney@helpendhunger.org
912-721-1794