



**EXECUTIVE COMMITTEE**  
Tuesday, April 2, 2024, 8-10:00 am

**AGENDA**

<b>TOPIC</b>	<b>FACILITATOR</b>	<b>ACTION</b>	<b>TIME</b>
1. Welcome and Call to Order	Kathy Rasmussen		2
2. Opening Prayer/Poem/Positivity	Erin Summerlee		2
3. Conflict of Interest	Kathy Rasmussen		2
4. Approval of March 5, 2024 Minutes	Kathy Rasmussen	Approve	1
5. Introduction of Susan Goodison	Mark Bordeau/Susan Goodison		2
6. Check-in	Kathy Rasmussen	Discuss	10
7. Q1 Operational Update	Mark Bordeau/ Meghan Parsons/ Dave Patterson	Discuss	20
8. Capital Project Updates	Dave Patterson/Mary Pat Dolan	Update	10
9. Key Take a Ways/Recommendations-Wage Study	Erica Loomis/Mark Bordeau	Update	20
10. CCDOR Updates	Karen Dehais	Update	20
11. Other Business	Kathy Rasmussen	Discuss	5

**Next Meeting:**

**Tuesday, May 7, 2024**  
**8 – 10 am**

**Opening Prayer/Poem/Positivity: Mark Bordeau**

**RSVP to Kate Paterson [kate.paterson@foodbankst.org](mailto:kate.paterson@foodbankst.org)**

**Executive Committee Meeting**  
 Tuesday, March 4, 2024  
 8:00 am–10:00 am (via Zoom)



Board Member	In Attendance	Unable to Attend
Kathy Rasmussen (Chair)	X	
Fred Van Sickle (Vice Chair)	X	
John Bayne	X	
Erin Summerlee	X	
Mary Pat Dolan	X	
<i><b>Ex-Officio</b></i>		
Mark Bordeau	X	
Karen Dehais		X
<i><b>Staff</b></i>		
Kate Paterson		X
<i><b>Guest</b></i>		
Jeanette Batiste-Harrison, Batiste Leadership	X	
John Batiste, Batiste Leadership	X	

1. **Call to order:** Chairperson Kathy Rasmussen called the meeting to order at 8:10 am.
2. **Conflict of Interest:** There were no conflicts of interest.
3. **Opening Prayer/Poem/Positivity:** Kathy Rasmussen spoke about her garden’s spring flowers and the ‘spring in our step’ that we feel at this time of year.
4. **Approval of February 6, 2024 Minutes:**

*Mary Pat Dolan made a motion to approve the February 6, 2024 minutes.  
 Fred Van Sickle seconded. None opposed. Minutes approved.*

**5. Strategic Plan Process/DEI Board Training**

John Batiste and Jeanette Batiste-Harrison from Batiste Leadership presented an overview of the Strategic Planning process and its goals. The importance of working across organization levels to create shared ownership was stressed. The focus will be on finding alignment throughout the organization. The goal is to create a plan that provides enough direction, focus and alignment while still allowing for the organization to pivot to respond to threats as they arrive. The strategy will then inform the annual operating plan and budget process. The Strategic Plan Framework and meeting schedules were reviewed. Documenting assumptions and ‘current state’ will be done early in the process.

Jeanette reviewed the 2024 plan for Board DEI work. Possible topic areas were the pay equity and wage study, equitable distribution of food and investments, and empowering language in branding and communication strategy.

**6. 2024 CEO Workplan**

Mark Bordeau reviewed his 2024 professional goals. There will be an increased focus on data analysis in many departments. The Strategic Plan needs to consider capacity at the agency level. How will we measure community need? It is currently measured using the Meal Gap and meeting the needs of those who come to us for food. We also currently use surveys with our agencies. It is important to get more leading indicators rather than lagging ones (such as the Food Gap). There would be a benefit to revisiting the Lisa Horn study. It was suggested that Mark make sure that each bullet in this workplan is actionable and that work isn't overloaded in any one quarter. Mark was encouraged to share the load with senior leadership and to use this ambitious work plan for benchmarking throughout the year. It was suggested to put more emphasis on capturing estate planning in Development moving forward.

**7. CCDOR Update**

Karen Dehais was traveling so there was no CCDOR update.

**8. Other Business**

Mark mentioned that Jamila Michener was on the PBS News Hour discussing poverty and ways to address it.

The meeting was adjourned at 9:40 am.

Action Items	Responsible	Due Date
Share estate planning program information with BOD	Meghan	

**Next Meeting:**

Tuesday, April 2, 2024

8:00 am – 10:00 am

Opening Prayer/Poem/Positivity: Erin Summerlee

RSVP to Kate Paterson at [kate.paterson@foodbankst.org](mailto:kate.paterson@foodbankst.org)

*Minutes respectfully submitted,*

*Kate Paterson, Executive Assistant to the President/CEO*

Susan Goodison  
622 Backer Rd.  
Beaver Dams, NY 14812  
(916) 670-0598  
[susan.goodison@finleadership.com](mailto:susan.goodison@finleadership.com)

January 19, 2024

Food Bank of the Southern Tier  
388 Upper Oakwood Avenue  
Elmira, NY 14903

To Whom It May Concern:

I am writing to share with you my interest in applying for the VP of Financial Planning & Analysis position with the Food Bank of the Southern Tier. Please accept my application and resume in consideration for this position.

I am a seasoned public sector finance and administrative professional who passed the uniform CPA exam and has over 20 years of experience serving in state and local government, including 7 years in executive management roles. Over the course of my career to date, I have overseen financial reporting, operating and capital budget development and management, grant procurement and administration, performance and financial audits, inventory control, accounting, and reporting. I have 7 years of experience preparing and presenting financial and accountability reports to the Board of Directors, City Council members and committees, management, staff, and regulatory bodies.

In my current role as a financial leadership consultant, I have provided municipalities with expert technical reviews, and best practice policy and procedure recommendations across an array of financial topics. Additionally, I have developed and administered proprietary financial skills inventories, provided leadership coaching, and developed and delivered financial training to support financial and operational managers in their professional development.

The diversity of my experience, along with a pattern of accepting increasing responsibility at multiple organizations, demonstrates that I am a dynamic, adaptable, collaborative, and trusted partner and leader who has gained the confidence of staff, peers, executive management, elected officials, the public, and professionals within the community.

I recently relocated to Chemung County and am seeking employment or contract work within the local area. I am passionate about making a difference in my local community and am specifically interested in supporting the Food Bank's mission of ensuring equitable access to nutritious food. I would welcome the opportunity to learn more about the Food Bank's needs and discuss how I could contribute my knowledge, skills and experience in service to your team and our community.

Thank you for your time and consideration.

Sincerely,

Susan Goodison

**Susan Goodison**  
622 Backer Rd.  
Beaver Dams, NY 14812  
[Susan.goodison@finleadership.com](mailto:Susan.goodison@finleadership.com)  
(916) 670-0598

**Summary** Municipal finance professional with extensive executive and senior management experience in state and local government administrative and finance functions. Expertise includes utility rate setting, long term financial planning, municipal debt issuance and administration, grant procurement and administration, financial reporting, strategic planning and leadership. Sector expertise includes utilities, housing and pensions.

**Education & Certificates** **Cornell University**, Ithaca, NY; B.S. awarded January 1986; majored in Agricultural Economics, with a concentration in Business Management and Marketing

**Passed all sections of the Uniform Certified Public Accountant Exam - 1995**

### **Employment Experience**

**1/2019 - Present**      **Financial Consultant – Independent Contractor**  
**622 Backer Road, Beaver Dams, NY 14812**

Provide municipal finance and accounting consulting, coaching and training services, live and on-demand. Current and past scope of work includes:

Serve as technical expert on financial engagements

- Provide expert review and advice on grant reporting and single audit preparation, ACFR and budget book preparation in support of GFOA award requirements
- Provide best practice policy and procedure recommendations for investments, fixed assets, purchasing and debt administration
- Validate data conversion and system workflows for newly implemented ERP system

Develop and deliver customized financial training, live instructor led, virtual and on-demand

- Training for water, wastewater and storm drainage utility executive management on municipal bond issuance and administration, utility financial sustainability and enterprise risk management
- Training for water operations managers on utility finance topics, including operating and capital project budget development and monitoring, developing a utility financial plan, use of bonds and state revolving fund loans as financing tools and the utility rate cycle

Conduct customized financial skills assessments and provide financial leadership coaching to financial and non-financial managers

- Identify areas of strength, areas for increasing financial knowledge and skill and recommend resources and training to support professional development
- Incorporating the organization's strategic and business plans, key person vulnerabilities and the consequence of error in any financial area, assist with prioritization of skills to grow first
- Provide expert input on roles and responsibilities for finance team members, to create career ladders to attract and retain highly qualified financial professionals

**1/2018 -  
9/2018**

**State of California Department of Housing & Community Development  
2020 West El Camino Avenue Suite 330, Sacramento CA 95833**

**Deputy Director, Administration & Management Division; report to Chief Deputy  
Director of HCD**

Planned, organized and directed the activities of the five branches of the Administration & Management Division: Budgets, Accounting, Business and Contract Services, Information Technology and Human Resources

Through subordinate managers, oversaw the work of 104 professional, administrative and technical staff, providing budgeting, accounting, long-term financial planning, personnel management, business services and information technology services

Drove Departmental initiatives to successfully recruit, hire, and onboard employees for the addition of over 100 new positions in the fiscal year 2018-19 budget in support of the 2017 Housing Package adopted by the Governor and Legislature, including selecting, negotiating and leasing additional facilities

As a member of the Department executive team, surveyed external environment for financial, technological, environmental, political, and sociological trends, identified impacts, risks and opportunities for the Department and its programs and developed a Departmental strategic plan, performance measures and prioritization of portfolio initiatives

**3/2012 -  
1/2018**

**City of Sacramento Department of Utilities ("DOU")  
1395 35<sup>th</sup> Avenue, Sacramento, CA**

**Business Services Manager; report to the Director of Utilities**

Planned, organized, directed and controlled the activities of the Business Services Division of a 545-employee water, wastewater and storm drainage utility, with an annual operating budget of \$188 million and serving over 135,000 customers

Through subordinate managers, oversaw the work of 70 multidisciplinary professional, technical and administrative employees, providing a full range of financial, customer service, fleet, procurement, facilities, billing and employee services, including debt issuance and administration, grant procurement and administration, utility rates and charges, budget, accounting and personnel recruitment activities

Succeeded in developing water and wastewater rate proposal compliant with Proposition 218 that resulted in Council adoption of rate increases for FY17-FY20

Developed and implemented Department-wide structured employee recognition program

Partnering with SMUD, increased participation in Department affordability program by 500%

Developed and implemented division business plan and management through performance measurement

### **Supervising Financial Analyst; report to the Business Services Manager**

Working through subordinate managers, oversaw all accounting, budget, debt and grant activities for the Department, including development and monitoring of \$165 million of annual operating budgets for the utility enterprise funds and \$368 million of 5-year capital improvement program budgets

Working closely with the City Treasurer's Office, led DOU through the City's first issuance of debt secured solely by the water and wastewater funds, in an aggregate amount of \$245 million. Developed and delivered training on the issuer's role in the debt issuance process.

Created Grant Management Section, improving grant reporting and invoicing compliance; oversaw creation of grant handbook incorporating GFOA best practices and creation of grant database for management reporting

Led a City-wide team to develop and implement procedures to ensure accountability, transparency and control over expenditure of bond funds

Restructured Fiscal Operations to achieve improvements in accounting and reporting for inventory and grants, to improve budget oversight, and to improve budget management support for program managers.

**8/2008 -  
3/2012**

### **California State Teachers Retirement System ("CalSTRS") 100 Waterfront Place, West Sacramento, CA**

#### **Manager, Investment Accounting, Research and Compliance; report to Director of Accounting**

Served as Business Lead on \$4MM project to design and implement best practices for investment accounting, oversight and reporting. Developed and maintained relationships with senior level professionals in CalSTRS' Investments branch, managed external consultants and CalSTRS' master custodian, State Street Bank. Completed the project on budget, scope and schedule in December 2011.

Co-chaired, with the Director of Investment Operations, the CalSTRS Complex Securities Group, which is responsible for analyzing new investment types, strategies and accounting guidance to determine impact on accounting and reporting for CalSTRS' \$140BB investment portfolio. Directed and reviewed analyses of new and proposed accounting guidance, including CalSTRS' responses to proposed amendments of GASB 25 and GASB 27 (pension accounting and reporting); implementation of GASB 53 (reporting for derivatives) and changes to fair valuation guidance for investments (FAS 157).

Planned, organized, directed and monitored analysis, accounting and reporting for CalSTRS' investment portfolio. Managed monthly, quarterly and year end closing activities for investments, including compilation of complex investment note disclosures for financial reporting. Worked closely with external auditors on annual financial statement audits as well as interim life of a trade audits.

### **Assistant Director of Customer Service; reported to Director of Customer Service**

Assisted the Director in strategic planning for the Customer Service Division, which included developing and administering the Division's balance scorecard. Drove creation of a 3-year business plan for the Customer Service Division, identifying touch points among division teams to manage resource constraints. Oversaw budget and contracts for the division.

Served as Business Lead on major system-wide projects, including development and implementation of new contact center technology for the new headquarters building. Provided recommendations to the Director on sensitive and time critical policy issues regarding new technology.

Through subordinate managers, oversaw the work of the staff of the strategic support teams for the Customer Service Division, including the following functional areas: quality assurance, training, technical writing and data and systems. Used performance, member satisfaction and benchmarking data (CEM) to identify and implement process improvements in support of meeting member needs.

**10/2003 -  
8/2008**      **California Housing Finance Agency  
1121 L Street, Sacramento, CA**

### **Accounting Administrator III; reported to Controller**

Through subordinate managers, oversaw the work of 33 staff members in 4 units of the Fiscal Services Division: Bond Administration, Financial Statement Services, Homeownership Accounting and Fiscal Systems. Identified staff and training needs, evaluated the performance of staff and made recommendations related to their career development. Oversaw hiring activities for all units. Instructed managers on the more difficult technical problems arising in their areas of responsibility.

Oversaw all activities related to the administration, support and accounting for the Agency's \$8BB bond and derivatives portfolio, homeownership loan and investment portfolio and production of the Agency's financial reports (both GAAP and State Controller reports).

Managed outsourcing arrangements for arbitrage rebate and acquired purpose calculations, including awarding of contracts and evaluation of services received.

Coordinated the annual financial audits for the Agency as well as interim internal control audits. Oversaw preparation and publication of quarterly and annual financial statements in accordance with Generally Accepted Accounting Principles (GAAP), preparation of statements and reports to meet State Controllers Office and Department of Finance guidelines and preparation of ad hoc financial reports for other Agency divisions, the Board of Directors and outside parties.

Represented the Fiscal Services division in working groups related to strategic projects of the Agency, participating in making key business decisions and recommendations to strengthen Agency infrastructure and implement new programs and initiatives.



### **Financing Officer; reported to Director of Financing**

Coordinated activities of, and managed negotiations of business terms with, private sector participants (law firms, investment banks, derivatives products counterparties, commercial banks and insurance companies) involved in the issuance of new CalHFA debt obligations with an emphasis on multifamily transactions.

Evaluated loan program proposals and provided recommendations to the Director of Financing and Agency staff regarding pricing and funding sources for such programs.

Created and presented, live and on video, to Agency staff and the Board of Directors, reports and seminars regarding bond financing topics.

Managed Agency liquidity sources to ensure compliance with statutes and contracts governing the use of such monies while meeting Agency program objectives.

Performed other duties as described below under Financial Advisor and Financing Specialist.

### **7/1997 - 9/2003      Financial Advisor – Independent Contractor 4524 Vine Rd., Penn Yan, NY**

Directed and assisted CalHFA financing staff in the sale and issuance of bonds (including variable rate, fixed rate, tax-exempt and taxable bonds) to finance multifamily loan programs.

Identified and evaluated economic refunding opportunities for CalHFA bonds and provided verbal and written recommendations to the CalHFA Director of Financing and Financing Division staff regarding such opportunities.

Managed the allocation of multifamily loans to unexpended multifamily bond proceeds to maximize earnings and maintain tax compliance. Directed and advised CalHFA Multifamily Programs, Fiscal Services and Financing staff with respect to loan fundings.

Analyzed sources of funds available for non-bond funded loan programs, projecting future activity and provided written reports on this topic to the CalHFA Director of Financing, Comptroller, Director of Multifamily Programs and staff of each respective division.

### **6/1989 - 6/1997      Financing Specialist – California Housing Finance Agency 1121 L Street, Sacramento, CA**

Managed the sale and issuance of Agency debt obligations, coordinating the work of Agency staff, staff of the Office of the State Treasurer, bond counsel, underwriters' counsel, rating agencies and bond insurers.

Represented the Agency in negotiations concerning the financial structure and characteristics of the sale and issuance of new debt financing.

Coordinated requests for and receipt of required authorizations for the sale and issuance of Agency bonds, including authorization from the Agency Board of Directors and the Housing Bond Credit Committee.

Performed Financing Associate duties as described below.

### **Financing Associate**

Directed the sale and purchase of securities as necessary to comply with bond indenture requirements.

Compiled Agency financial information, including cash and investment balances, mortgage loan statistics and outstanding indebtedness for dissemination to investors, private sector financial analysts, rating agencies and bond insurers.

Provided detailed oral and written presentations to Agency staff, the Board of Directors, the Housing Bond Credit Committee and the Office of the State Treasurer, describing proposed financings, results of bond sales and instructions for the deposit, transfer and investment of funds.

### **Mortgage Loan Accounting Officer**

Assisted in automation of cash receipts registers.

Oversaw preparation of quarterly revenue and expense accruals to record accretions on capital appreciation bonds, bond debt service, and amortization of costs of issuance, underwriters discount and fees and bond discounts.

Reconciled accounts held with the co-trustee to Agency books of record; worked with co-trustee to resolve discrepancies.

Performed Mortgage Loan Accountant duties as described below.

### **Mortgage Loan Accountant**

Reconciled monthly reporting and remittances from loan servicers for 4,100 single family mortgage loans.

Reconciled Agency suspense account and Central Treasury System bank account. Posted daily reports of collections to the cash receipts registers.

## **Memberships & Affiliations**

**Member, International City/County Management Association (ICMA)**

**Member, Government Finance Officers Association (GFOA)**

**Member, California Society of CPA's (CalCPA)**

**Past Member, Speaker Panel, CA Debt and Investment Advisory Commission**

**Past Member, Moderator and Speaker, (2015-2018), Finance Committee of the Association of CA Water Agencies**

# FOOD BANK OF THE SOUTHERN TIER

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	VP of Financial Planning & Analysis	<b>STATUS:</b>	Exempt
<b>DEPARTMENT:</b>	Administrative	<b>W/C# / EEO#:</b>	8810 / 1.1
<b>POSITION LEVEL:</b>	Senior Director	<b>GRADE LEVEL:</b>	405

### PRIMARY FUNCTIONS:

The VP of Financial Planning & Analysis (VPFPA) at the Food Bank of the Southern Tier (FBST) holds a critical and multifaceted role that is central to the organization's financial well-being. Key responsibilities include financial planning, forecasting, internal financial reporting, business analysis, financial oversight, and ensuring compliance with financial regulations. This position is a member of the Senior Leadership Team (SLT) and collaborates closely with the Catholic Charities of the Diocese of Rochester (CCDOR) Finance Department. The VP of Financial Planning & Analysis not only plays a pivotal role in guiding FBST's financial health but also operates as a bridge between FBST and CCDOR, fostering synergy in financial management and reinforcing a unified approach to achieving shared financial objectives. In addition, the VP of Financial Planning & Analysis is charged with directing the fiscal functions of the food bank in alignment with the Generally Accepted Accounting Principles (GAAP) for nonprofit organizations, ensuring responsible fiscal practices and safeguarding the organization against potential risks.

### SPECIFIC DUTIES:

#### Financial Planning & Oversight

- Develop and manage the annual Food Bank budget in partnership with the President & CEO.
- Support department heads in budget formulation, providing training, research, and strategic recommendations.
- Supervised the creation of monthly, quarterly, and annual fiscal reports.
- Facilitates monthly review meetings with the Catholic Charities Finance Department to monitor actual performance against the approved budget.
- Monitor and maintain the accuracy of financial aspects in the Primarius inventory control system, including the Food Bank cost basis, pricing markups, and shared maintenance fees. Ensure all food grants are properly established and executed. Reconcile Primarius to Financial Edge, confirming costs are allocated correctly.
- Monitors & updates Board Designated and Temp Restricted Funds' spreadsheets and directs Catholic Charities Finance to make the appropriate Balance Sheet adjustments when necessary.
- Coordinates with other departments to appropriately address partner agencies' concerns regarding agency credits, grants, handling fees, and other agency financial matters.

#### Financial Analysis

- Analyze budget requests and explain significant variances.
- Analyze the monthly budget vs. the actual income statement.
- Analyze balance sheet and cash flow reports.
- Prepare timely financial reports for the Board of Directors and FBST Committees, including statements of revenue and expenses, cash flow, changes in net assets, balance sheet, capital expenditures, and financial information and assistance as necessary to departments for analysis of income and expense.
- Facilitate quarterly budget adjustments and report on budget performance.
- Performs annual calculation of the number of meals or pounds provided for each dollar donated in accordance with the detailed instructions provided by Feeding America.
- Completes annual Feeding America Financial Network Activity Report (NAR).
- Analyze food distribution plans and actuals with operations and programs departments, including food volume, total costs, and cost per pound.
- Analyze and monitor return on investment (ROI) for all Food Bank programs and initiatives.

#### Cash and Investment Management

- Manages all cash and investment accounts.
- Monitors cash flow, grant and other restricted income, investments, reserve funds, fixed asset tracking, and depreciation.
- Assess operating results regarding performance against budget, cash flow projections, inventory control, and other matters bearing on the organization's fiscal soundness and operating effectiveness.

#### Program Evaluation & Reporting

- Track trends and provide financial analysis for new projects and/or program expansion decisions.
- Provide detailed program budget updates to the Development team.
- Create and maintain relevant dashboard reports for various stakeholders.

# FOOD BANK OF THE SOUTHERN TIER

## POSITION DESCRIPTION

- Support program evaluation by analyzing program metrics such as client counts and demographics, meals served, and impacts on health against financial and other data.

### **Grant Management**

- Manage external funding contracts, ensuring compliance with contractual obligations, including grants and donor-restricted funds.
- Track and account for restricted private grant funds received and expended.
- Assist with grant tracking and required grant reporting information.
- Ensure all expenses (personnel and operating) related to contractual admin fees and temp-restricted donor grants are justified and unduplicated.
- Oversees recording and tracking all restricted funds, including restricted grants and pass-thru donations to member agencies.
- Oversees general operating grants that fund current budget expenditures.

### **Audit & Compliance**

- Collaborating with CCDOR Finance ensures internal audit controls, fiduciary risk awareness, and fraud risk development and monitoring.
- In collaboration with CCDOR Finance, assists with annual financial audits with certified public accountants.
- Assures compliance with all local, state, and federal regulatory agencies in the areas of not-for-profit management and ensures fiscal compliance with all regulations affecting grants and government contracts. Serves as liaison to regulatory agencies, as needed, to coordinate financial activities and compliance
- Prepares for program and fiscal audits, including HPNAP, TEFAP, Feeding America, etc., overseeing the submission of progress reports.
- Monitors and reviews financial and insurance aspects of contractual agreements
- Implements and manages a system of internal financial controls and policies to ensure regulatory compliance.
- Assesses and mitigates the organization's exposure to risk.

### **Leadership**

- Serves as a Food Bank's Senior Leadership Team member to formulate and execute strategic plans, structures, and processes necessary to manage its current activities and projected growth.
- Acts as the primary contact for the Food Bank's Finance Committee and collaborates with the President & CEO and BOD Treasurer to develop agenda material.
- Represents the Food Bank on the Finance Committee and Board of Directors.
- Fosters collaboration across departments and contributes positively to the organization's culture.
- Establish relationships based on trust and mutual accountability.
- Ensures workforce members are familiar with and adhere to organizational values, policies, and procedures.
- Identifies opportunities to break down silos and ensure transparent and effective communication and partnership across departments.

### **General**

- Other duties as assigned.

**TITLE OF DIRECT SUPERVISOR:** President/CEO

**WORK TYPE:** Hybrid, minimum two days on-site

**WORKSITE:** 388 Upper Oakwood Ave., Elmira, NY 14903

### **QUALIFICATIONS:**

- Bachelor's degree in Accounting, Finance, Business, or a related field is required.
- Five years of related experience in an accounting position, which included payables, receivables, general ledger entry, financial statement preparation, and project tracking (grants).
- Proficient knowledge of cost accounting and nonprofit accounting, including revenue recognition, donor restrictions, and grants.
- MBA/CPA strongly preferred.
- Nonprofit experience preferred.
- Ability to manage an operating budget of \$20,000,000.
- Proficient accrual accounting (GAAP) knowledge, including depreciation, revenue and expense matching, and inventory.

## **FOOD BANK OF THE SOUTHERN TIER POSITION DESCRIPTION**

- Proficient with Microsoft Suite. Advanced experience with Excel (power pivot, pivot tables, v-look ups, analysis tools).
- Experience presenting critical financial information to Committees and the Boards of Directors.
- Financial Edge experience preferred.
- Experience with Primarius inventory software is a plus.
- Internet connectivity is the responsibility of workforce members working off-site. Bandwidth requirements to be at least **50Mbps (7.5M/Bs) download x 8Mbps (1.25 M/Bs) upload** at all times to support software applications adequately.

### **ADDITIONAL REQUIREMENTS:**

- Able to maintain absolute confidentiality regarding written and verbal information.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to collaborate with Senior Leadership to accomplish strategic goals and priorities.
- Ability to work well under pressure, good judgment and decision-making abilities, strong critical thinking and interpersonal skills.
- Must be detail-oriented, highly motivated, able to prioritize and handle a high volume of work in short timeframes, and demonstrate an ability to simultaneously manage multiple projects and conflicting deadlines as well as changing priorities. Must be able to work proactively, with excellent organizational and time-management skills.
- Ability to analyze and interpret data, use graphs and charts, work with mathematical concepts such as probability and statistical inference, and apply those concepts, such as fractions, percentages, ratios, and proportions, to practical situations.
- Ability to take initiative, work well independently, and collaborate as part of a team, building positive working relationships.
- Takes initiative to identify and propose solutions to problems.
- Ability to communicate financial and numerical analysis and reports to non-financial individuals.
- Sensitivity to the needs of vulnerable populations and clients with the ability to work and interact well with individuals from various socioeconomic backgrounds in a culturally diverse environment with a strong commitment to social justice and equity.
- Willingness to follow and enforce all Food Bank policies and procedures.
- Ability to travel throughout a six-county service area as needed.
- Demonstrate ethical business practices in conformance with all state and federal laws and regulations.
- Willingness to foster agency, department, and program-wide cooperation and teamwork through positive/constructive communication techniques.
- Commitment to serving vulnerable populations and ending hunger in the Southern Tier.
- Demonstrate full adherence to the Code of Conduct and all policies/procedures related to compliance.
- Possession of a valid Drivers' license and a driver's record considered acceptable by the agency and insurance carrier.
- Adheres to all applicable federal and state laws and regulations, including but not limited to, those governing confidentiality, privacy, program, billing, and documentation standards. All duties must be performed in accordance with CCDR's corporate compliance and ethics program.

### **Ability to meet the following physical requirements with or without reasonable accommodation:**

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicles.
- Stand, sit, walk, bend, stoop, kneel, and reach.
- Climb up or down stairs.
- Able to reach above or below shoulders.
- Occasionally lift or move objects weighing up to 10 lbs.
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions.
- Be able to read, write, and interpret written documents.

### **Acceptance of the Food Bank of the Southern Tier's**

- Mission: Working together to build and sustain hunger-free communities throughout the Southern Tier.
- Vision: The Food Bank of the Southern Tier is committed to creating a future without hunger, where access to healthy food by all is recognized as fundamental to the well-being and success of individuals and the foundation of a strong, vibrant society.
- Organizational Values: Integrity, Learning, Respect, Inclusion, Caring, and Abundance.

**FOOD BANK OF THE SOUTHERN TIER  
POSITION DESCRIPTION**

**EMPLOYER'S DISCLAIMER:**

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and perform any other job-related duties requested by their supervisor or senior leadership team member.
- This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

**EMPLOYEE CONFIRMATION:**

I have read and understood the duties, responsibilities, and qualifications for this job and am able and willing to perform them accordingly.

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Signature

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Date

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Print Name