



Senior Accountant

OUR MISSION: Hand2Hand delivers nutritious food to students over the weekends and on extended school breaks by mobilizing churches, schools, individuals, and businesses to join together, providing hope and opportunity to thrive.

OUR VISION: Every student in West Michigan, from early childhood through high school, will have a weekend food opportunity.

About Hand2Hand

At Hand2Hand, we believe every child deserves to feel seen, cared for, and loved—especially during the moments when support can feel hardest to find. When school doors close on Friday, many children face a weekend filled with uncertainty, and we exist to step into that gap with compassion and hope.

Hand2Hand is a Christian, faith-based nonprofit that provides food and encouragement to children over the weekend. Each week, we serve up to 15,000 students in 280 schools across 8 counties, meeting the need during the most vulnerable 68 hours of a child's week so they can return to school on Monday nourished, supported, and reminded they are not alone.

Reports to: Director of Operations

Hours: 32 Hours per week | Full-time, hourly position

Applications Accepted: May 8-25, 2026

Job Purpose & Description:

The Senior Accountant will prepare and examine Hand2Hand's financial data, and identify areas of opportunity, risk, and compliance by maintaining accurate records. The Senior Accountant ensures the financial records are accurate, that financial and data risks are evaluated, and that taxes are paid properly. This position requires a well-organized individual who can handle day-to-day operations with a focus on efficiency and time management while maintaining strict confidentiality.

Hand2Hand Core Values:

At Hand2Hand, we seek to uphold and model our core values in all interactions and decisions:

- **Prayer-Focused** – We seek God's guidance in all we do, grounding our work in prayer and trust.
- **Wise Stewardship** – We thoughtfully and responsibly steward the resources entrusted to us, honoring donors, partners, and the mission.
- **Relational Partnerships** – We value meaningful relationships and collaboration with churches, schools, donors, volunteers, and one another.
- **Servant Leadership** – We lead with humility, compassion, and a heart to serve, putting others first as we work together to deliver hope.

Key Responsibilities:

- 1. Manage Financial Records & Reporting**
Maintain accurate financial records, complete journal entries, reconcile accounts, and prepare regular financial statements and reports.
- 2. Oversee Accounts Payable, Receivable & Cash Handling**
Process donations, create deposits, pay invoices promptly, and ensure proper custody and tracking of all funds. Work with the Hand2Hand store team to track costs of goods sold, reconcile invoices, book all month end inventory and central food costs in Erplain.
- 3. Assist With Budgeting, Audits & Financial Planning**
Assist with budget creation and forecasting, grant budgeting, monitor budgets, manage the annual audit, and resolve discrepancies.
- 4. Ensure Financial Compliance & Accuracy**
Comply with federal, state, and local requirements, perform internal audits, and resolve discrepancies as needed.
- 5. Maintain Systems, Processes & Cross-Team Support**
Oversee accounting systems (including chart of accounts and filing), work within DonorSnap CRM to process all donor funds and provide donor reports to Development and Leadership , and collaborate with teams to improve financial tracking and procedures.

Qualifications:

- Accounting or Finance Degree with 3+ years of experience
- Highly organized with excellent attention to detail
- Excellent understanding of accounting rules and principles including the Generally Accepted Accounting Principles (GAAP)
- Comfortable collaborating across teams and building strong internal relationships
- Experience with nonprofit budgeting
- Ability to maintain confidentiality
- Highly proficient in Excel, QuickBooks online, database management & Google Workplace. Experience with Erplain or inventory software preferred.
- A genuine passion for Hand2Hand's mission and for serving children and families with dignity

Benefits:

- Competitive hourly wage \$30-\$33/hour commensurate with qualifications and experience.
- Health benefits (medical, dental, vision)
- 403b with Employer Match up to 3%
- Paid time off and holidays
- Professional development opportunities
- A supportive and faith-centered work environment

Hand2Hand is an equal-opportunity employer. We encourage individuals of all backgrounds to apply.

If this role sounds like a great fit, we'd love to hear from you. Please send your cover letter and résumé to Amy Deel, HR Generalist at deel@h2hkids.org.