



Accounts Payable Administrator Job Posting

Department: Accounting and IT

Location: Jackson, MS

Employment Type: Full-Time, Non-Exempt

Salary Range: \$51,000-\$58,000 (Based on Experience)

Application Deadline: Open Until Filled

About Mississippi Food Network

The Mississippi Food Network (MFN) changes lives by fighting hunger today and feeding hope for a healthier tomorrow.

As the only Feeding America-affiliated food bank serving Mississippi, Mississippi Food Network is dedicated to ending hunger by providing food, building strategic partnerships, and delivering innovative programs that increase access to nutritious food across 56 counties in central Mississippi. Working alongside more than 430 partner agencies, volunteers, donors, and community leaders, MFN is committed to building a stronger, healthier Mississippi where no one goes hungry.

At MFN, our culture is built on collaboration, compassion, innovation, and service. Every team member plays an important role in creating lasting community impact while advancing our mission of eliminating hunger throughout our state.

Why Join Our Team?

At Mississippi Food Network, your work has purpose. As part of our team, you'll help strengthen one of the largest hunger-relief networks in the state while building meaningful relationships with community partners who serve thousands of families every day.

We invest in our employees through professional development opportunities, a collaborative and mission-driven workplace, competitive benefits, and the opportunity to Fight Hunger, Feed Hope throughout Mississippi each day.

Position Summary

The Accounts Payable Administrator is responsible for a broad range of accounting and financial activities that support Mississippi Food Network's daily operations and fiscal integrity. This position manages accounts payable, expense reimbursements, cash receipts, grant disbursements, account

reconciliations, and financial recordkeeping while assisting with cash management and budget monitoring.

Working closely with the Chief Financial Officer, General Accounting Manager, Grants Administrator, and other departments, the Accounting Specialist ensures financial transactions are accurate, timely, compliant, and audit-ready. Success in this role requires strong attention to detail, sound accounting knowledge, excellent organizational skills, and a commitment to supporting MFN's mission through effective financial stewardship.

What You'll Do

- Process accounts payable, employee expense reports, grant disbursements, and ACH payments.
- Review invoices for accuracy and compliance with organizational policies and procedures.
- Prepare checks and supporting documentation for approval and payment.
- Allocate and post financial transactions within the general ledger and accounting system.
- Reconcile contributions, deposits, cash receipts, and bank activity.
- Monitor accounts receivable and accurately record incoming payments.
- Scan agency checks, prepare bank deposits, and maintain contribution records.
- Collaborate with the Grants Administrator to reconcile grant accounts and funding balances monthly.
- Maintain accurate records of grant fund activity and available balances.
- Review and analyze non-personnel expenses and allocate expenses by project.
- Assist with month-end close activities, including prepaid expense adjustments and financial reconciliations.
- Process and reconcile monthly American Express and Fuelman accounts.
- Monitor cash activity and collaborate with leadership regarding cash transfers and liquidity needs.
- Ensure compliance with AIB regulations, food safety standards, and organizational policies.
- Maintain audit-ready financial records and supporting documentation.
- Complete assigned responsibilities accurately, effectively, and within established timelines.
- Perform other duties as assigned.

Qualifications Required

- Associate's degree in Accounting, Finance, Business Administration, or a related field, or equivalent combination of education and experience.
- Minimum of three years of accounting, bookkeeping, accounts payable, or related financial experience.
- Strong understanding of accounting principles and financial recordkeeping.
- Proficiency in Microsoft Excel, Word, and Outlook.
- Excellent organizational skills and attention to detail.
- Strong written and verbal communication skills.
- Ability to manage multiple priorities and deadlines simultaneously.
- Commitment to Mississippi Food Network's mission of fighting hunger and feeding hope.

Preferred

- Associate's or Bachelor's degree in Accounting or Finance.

- Experience with nonprofit accounting and grant accounting.
- Experience with Microsoft Dynamics NAV (Navision) or similar accounting software.
- Experience with financial reconciliations and audit preparation.
- Knowledge of accounts receivable, cash management, and fund accounting practices.
- Experience working in a nonprofit organization.

Benefits

Mississippi Food Network offers a competitive benefits package that includes:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Retirement Plan
- Paid Time Off
- Paid Holidays
- Professional Development Opportunities

Equal Opportunity Employer

Mississippi Food Network is an Equal Opportunity Employer and is committed to creating an inclusive workplace where all employees and applicants are treated with dignity and respect. Employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable federal, state, or local law.

How to Apply

Interested candidates should submit:

- Resume
- Cover Letter

Email Applications to cmontgomery@msfoodnet.org with the subject line of the position for which you are applying.

Questions? Contact Theodora Rowan, Chief Financial Officer, at trowan@msfoodnet.org.