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### **About us**

The California Associate of Food Banks (CAFB) a membership organization of 41 food banks from throughout the state with a shared mission to build a well-nourished California and a firm commitment to providing cutting-edge leadership in the anti-hunger community.

### **About the opportunity**

CAFB is looking for a part-time (15 hours per week) Accounting Assistant to join our team in Oakland. The starting hourly rate is \$25 per hour, and the position offers a flexible schedule Monday-Friday.

The Accounting Assistant reports to the Director of Finance & Administration and will be responsible for:

- Reconciling bank accounts
- Performing budget to actual variance analysis
- Recording online deposits into accounting software
- Assisting in processing of accounts payable
- Assisting with closing journal entries
- Various administrative duties, such as copying, scanning and filing

A successful candidate will possess:

- Knowledge of basic bookkeeping/accounting
- A.A. degree in related field and/or equivalent work experience
- Intermediate Excel skills
- Attention to detail and accuracy
- Ability to work in fast-paced, high-volume environment
- Positive, professional communication skills
- Good organizational and time management skills
- Commitment to the mission of CAFB
- Experience with Microsoft Navision a plus

### **Ready to apply?**

To apply, please visit <https://fs10.formsite.com/cafb2/form37/index.html> and follow submission requirements carefully.