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www.cafoodbanks.org

Accounting Specialist – Accounts Payable & Expenses

Location: Oakland

Employment Type: Full-time, non-exempt, 37.5 hours per week

Summary

California Association of Food Banks is a membership organization serving 43 member food banks from every part of California, with a mission to end hunger in California and a commitment to cutting-edge leadership in the anti-hunger community. For more information please visit our website at www.cafoodbanks.org.

The Accounting Specialist – Accounts Payable & Expenses is primarily responsible for handling the accounts payable function and ensuring operating expenses are recorded accurately and consistently. Providing day-to-day accounting and support to the various CAFB programs. Primary responsibilities include maintaining financial records, preparing reports, reconciling statements, processing business transactions, and handling other financial matters as needed. Discretion and integrity are crucial to the successful performance of these duties.

We are a small team that provides critical support for a variety of different programs and good teamwork and interpersonal skills are essential for working in the Finance Team.

Essential Duties and Responsibilities:

Fixed Asset Accounting

- Records capitalization of all fixed assets and maintains detailed fixed asset register,
- Records monthly depreciation entries and periodically reviews fixed asset depreciation rates,
- Serves as CAFB's subject matter expert on fixed asset accounting policies.

Accounts Payable

- Audits invoices to confirm accuracy, approvals and completeness of documentation.
- Validates invoice pricing and terms against purchase orders and contracts.
- Codes, verifies, and electronically enters accounts payable data into Net Suite ledgers.
- Reviews invoices and check requests for compliance with financial policies and procedures.
- Prepares, obtains signatures and mails all third-party payments in a timely manner.
- Maintains digital and paper vendor files and processes, processes year-end 1099's.
- Maintains control of CAFB check stock.
- Maintains Employee Travel Expense Reporting System (Certify) validates approvals, documentation & compliance CAFB travel policies and prepares accounting for employee expense reimbursements.
- Serves as CAFB's subject matter expert on Accounts Payable policies & procedures and ensures that internal controls and procedures adapt to changing circumstances.
- Serves as CAFB's NetSuite subject matter expert on Accounts Payable-related functionality, able to create and run NetSuite Accounts Payable reports and problem-solve systems-related issues.

Operating Expense Accounting

- Records accounting distribution for all operating expenses, ensuring alignment with agency budget, government contract and grant requirements,
- Maintains prepaid accounts & ensures expenses recorded in correct accounting periods,
- Reviews monthly operating expenses to ensure expenses recorded accurately & consistently
- Prepares monthly operating expense variance analysis & ensures accruals recorded when needed.

General

- Serves as primary back-up for Accounting Specialist - Revenues & Payroll. Fulfills all job duties during absences and provides assistance during periods of high volumes.
- Responsible for ensuring integrity and organization of CAFB digital accounting files.
- Other miscellaneous duties assigned by Director of Finance and Accounting Manager.

Job Qualifications and Competencies

Required Knowledge, Skills and Abilities

- Teamwork is essential to working in the Finance Team,
- Service mentality, understanding that the primary objective of the Finance Team is to serve CAFB Program staff,
- Strong analytical and problem solving skills
- Strong Excel skills and command of entire MS Office Suite (Word, Outlook, Power Point, etc.)
- Must be comfortable navigating financial systems.
- Knowledge of basic bookkeeping/accounting
- 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

Desired Knowledge, Skills and Abilities

- Experience with Oracle NetSuite Accounting Software

Required Education and Experience: A.A. degree in accounting; or 1-3 years relevant work experience; or equivalent combination of education and work experience, a bachelor's degree is preferred.

Work Environment: This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. This is a largely sedentary role, however, the employee will also be required to file. This requires the ability to lift up to 30 pounds, open filing cabinets and bending or standing on a stool as necessary.

Compensation: Depending on experience. Benefits include employer-paid health, dental and vision, retirement program, life insurance, and PTO.

To apply: Please visit the link below to fill out the web form, and attach your cover letter and resume where indicated. ****Please note**** Documents will not be reviewed unless they are submitted in the required format. Please read the instructions carefully. Applications accepted until position is filled.

Application link: <https://fs10.formsite.com/cafb2/uungcplceg/index.html>

The California Association of Food Banks embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented diverse workforce in a culture where all employees will contribute to their fullest potential.