



AP Accounting Assistant

Are you looking to work on a great team and for a great cause? Do you have experience processing accounts payable? Are you highly organized? Do you have exceptional attention to detail? If so, the Alameda County Community Food Bank may be looking for *you* as our next AP Accounting Assistant.

The **AP Accounting Assistant** is responsible for ensuring the proper coding and accurate entry of accounting transactions, invoices and expense reports, as well as the timely receipt of vendor invoices and issuance of payments. This role is heavily involved in processing invoices and expenses using our automated payables system, Concur. Successful candidates will have strong internal and external communication skills and the ability to work with outside partners — vendors, subcontractors, public agencies — and internal staff from various departments in order to evaluate purchases, invoices and payments for proper allocation and reporting. This position will also endeavor to ensure that the organization is in full compliance with ACCFB policies, Generally Accepted Accounting Principles and internal control guidelines. Success in this role will rely heavily on a strong background in accounts payable, computer proficiency, exceptional attention to detail, and great organization, communication, and time management skills.

Alameda County Community Food Bank is a well-established and multi-faceted organization, which has been at the forefront of hunger relief efforts for 35 years. As one of the most efficient, direct-impact organizations in the country, few nonprofits are as well-respected — or have a bigger impact on the community — as us. We are a dedicated group of mission-driven people who serve 1 in 4 county residents and will provide enough food for 50 million meals this year. We have received Charity Navigator's top rating for 12 consecutive years, ranking us among the top one percent of charities nationwide.

With our current strategic plan, we are setting a bold trajectory for the long-term work required to dismantle the systems that perpetuate poverty, including racism. Our staff regularly engage in conversations about race, class, power and privilege as part of our organizational commitment to equity, diversity and inclusion. Please learn more about our efforts at www.accfb.org.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Process all accounts payable invoices, corporate credit cards, and employee reimbursements to ensure timely payment. This includes, but is not limited to: receiving, organizing, and maintaining purchase order files, obtaining appropriate invoice approvals, ensuring mathematical accuracy of invoices, calculating sales and use tax on invoices where appropriate, entering invoices into automated accounts payable system, and maintaining vendor master files.
- Resolve aged A/P items and discrepancies through communication with employees and vendors.
- Support Accounting Supervisor with monthly reconciliation of assigned general ledger accounts and prepare journal entries and petty cash bank reconciliation.

KNOWLEDGE, SKILLS AND ABILITIES

Required Competencies

- Minimum two years accounting experience and familiarity with GAAP accounting principles.
- Intermediate level of computer proficiency in MSWord and Excel required.
- Excellent written and verbal communication skills; ability to communicate expectations and ensure accountability; comfort navigating difficult conversations — generally related to reimbursement policies.
- Strong customer service orientation — both organizational, interpersonal. Ability to develop and maintain collaborative and professional relationships.
- Highly organized with exceptional attention to detail.
- Ability to maintain confidentiality of Food Bank data.
- Experience with an automated payable system and accounting software.
- Ability to develop and maintain collaborative and professional relationships.

Preferred Qualifications

- Experience working with database software, Microsoft Dynamics Nav-Ceres, Blackbaud, and SAP Concur.
- Administrative experience in a nonprofit environment or professional services organization with a variety of stakeholders and deeply rooted community values.
- Valid California Driver's License and insurable driving record. (Personal vehicle not required.)

PERSONAL ATTRIBUTES AND VALUES

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, innovation and diversity.
- Excellent judgement, impeccable integrity and honesty.
- Strong work ethic with an orientation toward action, innovation and process improvement.
- Ability to work both independently and in a collaborative setting with people of diverse backgrounds and circumstances.

PHYSICAL REQUIREMENTS

Under usual circumstances, this work is located in both a shared office environment. The Food Bank is fully operational during the pandemic, and while this position will start remotely, it may be necessary to report to the office from time to time. Ability to be on site daily will likely be required once pandemic safety restrictions are lifted.

BENEFITS AND COMPENSATION

This is a full-time, non-exempt position working Monday through Friday, 8:30 a.m. to 5:00 p.m. (one-hour unpaid lunch, a 37.5 hour work week). The non-negotiable starting hourly wage is \$25.49 per hour (approximately \$49,705.50 per year). We offer an outstanding benefit package including:

- Medical (100% coverage for employees, 93% coverage for dependents)
- Dental (100% for employees and their dependents)
- Vision (optional)
- Flexible Spending Accounts (optional)
- Commuter Benefit Account (optional)
- Employer-paid supplemental life, ADD & LTD insurance — with ability to buy-up for increased coverage.
- 403(b) plan available on the first day, with employer match after 1 year of service.
- Employee Assistance Program (100% coverage for employee and dependents)
- Generous vacation, sick and holiday leave accruals

If you meet these qualifications and want to join our mission, please submit your *resume and answer the application questions* on our **Careers page located at www.accfb.org/careers.**

Alameda County Community Food Bank honors our differences and is committed to creating a workplace that celebrates and reflects the diversity of our Community. Applicants who contribute to this diversity are strongly encouraged to apply. ACCFB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ACCFB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the ACCFB has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.