



Accounts Payable Analyst/Accountant

California Association of Food Banks is a membership organization serving 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.

Position Description: The Accounting Specialist – Accounts Payable & Payroll is primarily responsible for handling the accounts payable function and ensuring operating expenses are recorded accurately and consistently. Primary responsibilities include maintaining financial records, preparing reports, reconciling bank 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 & Responsibilities:

Accounts Payable

- Audit invoices to confirm accuracy, approvals and completeness of documentation.
- Validate invoice pricing and terms against purchase orders, contracts, and compliance with financial policies and procedures.
- Code, verify, and electronically enter accounts payable data into NetSuite ledgers.
- Validate and process year-end 1099s.
- Understands Accounts Payable policies & procedures and ensures that internal controls and procedures adapt to changing circumstances.
- Manage Electronic Funds Transfers (EFT) & check payments, obtains signatures and mails all third-party payments in a timely manner.
- Liaise with vendors to answer questions and maintain communication.
- Monitor operating expense ledgers and prepaid expenses including amortizations and depreciations of fixed assets.

Treasury

- Maintain control of CAFB check stock.
- Monitor bank balances to assure funds are available for payments.
- Serve as primary contact on banking and credit card issues, including maintaining bank signature cards, board resolutions on banking issues.
- Handle credit card applications and limits for new employees.

Accounts Receivable

- Serve as primary back-up for Accounts Receivable Accountant. Fulfills all job duties during absences and provides assistance during periods of high volume.
- Reconcile accrued receivables accounts and prepares correcting entries as needed.

General

- Prepare monthly accounting entries for and reconciles various Balance Sheet Accounts.
- Assist with monthly close journal entries.
- Serve as Net Suite Subject Matter Expert in areas of banking, accounts payables, accounts receivables, bank reconciliations, and payroll accounting.
- Review and recommend modifications to accounting systems and procedures.
- Responsible for ensuring integrity and organization of CAFB digital accounting files.
- Complete special projects as needed.
- Other miscellaneous duties assigned by CFO and Accounting Supervisor.

Qualifications

- Teamwork is essential to working in the CAFB Finance Team
- Service mentality, understanding that the primary objective of the Finance Team is to serve CAFB Program staff and CAFB Member Food Banks
- Strong Excel skills and command of entire MS Office Suite (Word, Outlook, Power Point, etc.)
- Demonstrated experience with accounts payable
- Knowledge of accounting principles
- 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

Work Environment

- **Office 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 30pounds, opening filing cabinets and bending or standing on a stool as necessary.

Location

We're a small but mighty staff of 30+, working in a classic old building in downtown Oakland, conveniently located near the 19th Street BART station. The building is ADA accessible. We are in a hybrid work environment and offer worksite flexibility on a case-by-case basis.

Reports to Accounting Supervisor

Employment Type

- Full-time, non-exempt, 37.5 hours per week
- Compensation: \$33.33 + / per Hour.
- Benefits include generous 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 read the instructions carefully. Applications accepted until position is filled.

Application link: <https://fs10.formsite.com/cafb2/APAnalystAccountant-2022/index.html>

About CAFB

The California Association of Food Banks believes that food is a fundamental right. Food is medicine, it is fuel for learning, a teacher of cultures, and convener of communities. Right now, 8 million Californians are food insecure, nearly double pre-pandemic rates. We're working to change that.

We value diversity and seek to reflect it on our team and how we do business. Our goal is to attract, develop, retain, and promote a talented and diverse workforce in a culture where all employees will contribute to their fullest potential.

It is the policy of the California Association of Food Banks to fill every position without regard to race, color, religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), creed, gender (including gender identity and gender expression), marital status, registered domestic partner status, physical disability, mental disability, medical condition (including cancer or a record of a history of cancer), age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), national origin, ancestry, sexual orientation, genetic information, equal pay/compensation, veteran status, or any other basis made unlawful by applicable law. We are an equal opportunity employer, and strictly prohibit unlawful discrimination by any employee, including managers, supervisors, and co-workers.