



## Accounting Assistant

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

The Accounting Assistant will provide support to the finance department and performs accounting tasks related to accounts receivable and payable functions. This role will be heavily involved in processing invoices and expenses using our automated payables system, Concur. This includes ensuring the proper and accurate entry and coding of accounting related transactions, invoices, expense reports, and the timely submission of vendor invoices and payments. This position will also be responsible for agency support and cash receipts data entry in an efficient, accurate, and timely manner. This position requires strong internal and external communication skills to understand purchases, invoices and payment for proper allocation and reporting. He/she will work with outside vendors, subcontractors, public agencies, and internal staff from various departments to complete his/her responsibilities. This position will perform work 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 having a strong background in accounts payable, computer proficient, high attention to detail, 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 5 county residents and will provide enough food for 30 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 new 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](http://www.accfb.org).

### Essential Functions/Responsibilities

- Process all cash receipts, accounts payable invoices, corporate credit cards, and employee reimbursements to ensure timely payment. This includes, but is not limited to, receive, organize, and maintain purchase orders files, obtaining appropriate approvals, ensuring mathematical accuracy of the invoice, calculating sales and use tax on invoices where appropriate, entering invoices into automated accounts payable system, maintaining vendor master file.
- Resolve aged A/P items and discrepancies through communication with employees and vendors.
- Support the Accounting Supervisor with monthly reconciliation of assigned general ledger accounts and prepare journal entries and petty cash bank reconciliation.
- Support the AR & Inventory Accountant with agency member accounts. This includes monitoring of aging balances, make courtesy calls to member agencies related to past due balances, post invoices/orders, and prepare monthly statements and reports as needed.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### Required Competencies

- Minimum one year accounting experience.
- Must have excellent organization, time-management, and task-management skills; able to manage competing priorities and remain agile in a constantly changing, deadline-driven environment.
- Superb judgment; ability to handle confidential information with great sensitivity.

- Strong interpersonal communication skills; effective listener, writes clearly and informatively, seeks clarification by asking questions, knows when to say “I don’t know” or ask for help.
- Ability to interact effectively and respectfully with individuals of diverse backgrounds, experiences and personalities; adept at tailoring communication style for a range of audiences and technical abilities.
- Advanced computer skills including MS Word, Excel, Outlook and PowerPoint.
- Self-directed; able to take initiative and work effectively both independently and within a team.
- Impeccable attention to detail; able to maintain precision in work product despite constant interruptions.
- Valid California Driver’s License and insurable driving record.

#### Preferred Qualifications

- Accounting experience and familiarity with basic Accounting principles.
- Experience working with database software, Microsoft Dynamics Nav-Ceres.  
Experience in a nonprofit environment with a variety of stakeholders deeply rooted community values.

#### **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.
- Demonstrates humility, integrity and honesty; inspires the trust of others.
- Contributes to building a positive team environment; gives and welcomes feedback; shows desire to learn and grow, both personally and professionally through this work.
- Highly motivated self-starter and a quick learner; strong work ethic with an orientation toward innovation and process improvement.
- Sense of humor deftly combined with a roll-up-your-sleeves, can-do attitude!

#### **PHYSICAL REQUIREMENTS**

This role is able to work a partial-remote schedule, but requires a minimum of 3 days per week on-site at our 7900 Edgewater Drive facility in Oakland. The in-person work takes place in an open office environment, with a large, attached warehouse. Physical activities necessary in the performance of this job include the abilities to: sit and work at a computer workstation for up to five hours at a time; move throughout the 118,000 sq ft. Food Bank facility in performance of duties; bend, lift and carry up to 30 lbs. on occasion; communicate in clear speaking voice in person, before large groups and over the phone; and access transportation for team errands and occasional travel to local events and meetings with external parties.

#### **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 \$27.82 per hour (approximately \$54,200 per year). We offer an outstanding benefit package including:

- Medical: ACCFB pays 100% for employees and 93% for dependents for our Kaiser HMO. Buy-up options to Blue Shield Platinum or Gold PPO plans are available.
- Dental: 100% employer-paid for employees and their dependents.
- Vision: Paid by employees.
- Paid time off starting at: 15 vacation days, 12 sick days, 12 holidays, and four paid early closures annually.
- Pre-tax Flexible Spending and Commuter Accounts.
- Employer-paid life, AD&D & LTD insurance, as well as buy-up options for increased coverage.
- 403(b) plan available on the first day with employer match after one year. Fully vested at three years.
- Employee Assistance Program for employees and dependents.
- Free 1:1 financial coaching and an interest, service fee and credit requirement-free short-term loan program

**If you meet these qualifications and want to join our mission, please send your *resume and answer the application questions* on our Careers page located at <https://www.accfb.org/about-us/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.