



AP/AR Associate, F2F & LFPA

Who are we?

The California Association of Food Banks is proud to amplify the voice of food banks on behalf of hungry Californians. We do this by influencing public policy, enhancing the social safety net, ensuring that fresh produce and healthy proteins are available to all Californians, connecting hungry residents with nutrition programs, and supporting our 41-member food banks in their work to feed our communities.

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 a convener of communities. Right now, eight million Californians are food insecure, nearly double pre-pandemic rates. We are 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.

Our Values:

- **Dedication**—We are committed to ending Hunger in CA while acknowledging and working to dismantle systems of oppression and injustice that perpetuate food insecurity.
- **Inclusion**—We value the diverse and intersectional voices, cultures, and experiences of our colleagues and of our state.
- **Collaboration**—We work with and support each other, our member food banks, partners, and the CA community.
- **Transparency**—We cultivate trust between each other and among our stakeholders through transparency.
- **Accountability**—We take ownership of our successes and mistakes, encouraging vulnerability and asking for help.

What are we looking for?

CAFB seeks a Program Coordinator for our Local Food Purchase Assistance (LFPA) team. The role is responsible for coordinating data processing for the USDA LFPA program ensuring all the orders are prepared in accordance with Farm to Family (F2F) process and grant deliverables.

The expected annual pay range for this Full-time, non-exempt role is \$25.00-\$28.00/hr, 37.5 hours per week.

What success looks like:

Ideal candidates should have strong attention to detail, extremely organized to be comfortable managing a high volume of invoice processing. Previous bookkeeping and/or AP/AR experience within Supply Chain or warehouse management industry is preferred but not required.

Responsibilities:

- Understand all aspects of the F2F AP/AR process; specifically, the F2F Foods and LFPA programs.
- Reconcile invoices against CAFB Purchase Orders and PODs to ensure no discrepancies have occurred between vendors and food banks.
- Process invoices and create vendor bills in tandem with the flow of orders.
- Resolve and revise any posted errors made and create credit memos to food banks.
- Verify that invoices and credit memos are sent to food banks on a daily basis.
- Exhibit proactive customer service with food banks/vendors responding to billing concerns or disputes and requesting missing paperwork
- Demonstrate excellent verbal and written communication with vendors, food banks, and CAFB staff
- Assess and track missing information to ensure invoicing packets are assembled in a timely manner.
- Maintain fax drive and F2F Finance e-mail address while assembling F2F vendor invoices as needed
- Other job duties as necessary and assigned

Qualifications:

- Minimum of 2 years of professional experience in accounting/bookkeeping including AP and/or AR
- Degree preferred but not required
- Computer proficiency, specifically Microsoft Office, NetSuite (preferred)
- Excellent internal and external customer service skills
- Quick learner and good listening skills
- Strong attention to detail
- Excellent professional written and verbal communication skills; as well as interpersonal skills to develop and maintain effective business relationships within and outside of CAFB
- Ability to work in a fast-paced, high-volume, multi-tasking environment
- Good organizational and time management skills
- Commitment to the mission of CAFB

Location

Based in Oakland with a hybrid work schedule, with Tuesdays and Wednesdays in the office.

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 the position is filled.

[Application link: https://fs10.formsite.com/cafb2/DirResearchProgDev/index.html](https://fs10.formsite.com/cafb2/DirResearchProgDev/index.html)

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.