



Accountant

The California Association of Food Banks believes that food is a fundamental right. It's the foundation of all else – it's medicine, fuel for learning, a teacher of cultures, and convener of communities.

We are proud to amplify the voice of food banks and of hungry Californians in the corridors of our statehouse and country's Capitol, in the offices of foundations and corporations, on farms and in fields, and throughout our communities. We do this by influencing public policy to enhance the safety net, ensuring fresh produce and healthy proteins are accessible to all Californians, connecting hungry residents with nutrition programs, and standing with our 41-member food banks in their work to feed our communities.

Join us, and together let's end hunger in California: <http://cafoodbanks.org>

Location: Downtown Oakland, convenient to BART and bus lines

Reports to: Director of Finance and Administration and Accounting Manager

Hours: 37.5 per week (one year contract position)

The accountant is a key member of the finance and accounting team. This person will be responsible for day to day accounting including accounts receivable, accounts payable, month-end closing entries. This individual will collaborate in the budgeting process and the monthly financial reporting process. The financial reporting process includes preparing actual to budget reports to each department of the organization, as well as preparing the month end financial statements.

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. **This is a contract position for one year.**

Responsibilities:

- Records accounting distribution for all operating expenses, ensuring alignment with agency budget, government contracts, and grant requirements
- Prepares accounts reconciliations and record accounting entries
- Reviews monthly operating expenses to ensure expenses are recorded accurately & consistently
- Prepares monthly operating expense variance analysis & ensures accruals recorded when needed
- Collaborate in the preparation of the budget
- Prepare the budget to actuals report for all programs
- Contribute in the preparation of the monthly financial statements
- Ensure integrity & organization of digital accounting files
- Other duties assigned by Director of Finance & Accounting Manager.

Skills and Experience:

- Strong analytical & problem-solving skill
- Strong Excel skills
- Knowledge of bookkeeping/accounting, including fund accounting for non-profit organizations
- Attention to detail & accuracy
- Experience using accounting software, preferably NetSuite
- Audit firms experience preferred, including big five accounting firms
- Experience accounting for grants & government contracts

- Degree in accounting; or 4-7 years relevant work experience.
- Teamwork is essential to working in the Finance Team
- Service mentality, understanding that the primary objective of the Finance Team is to serve other staff

Personal Attributes & Values:

CA Food Banks is actively working to build a talented team that is inclusive of diverse cultures, backgrounds, lived experiences, and communities. Underrepresented individuals and those with a personal connection to our mission are highly encouraged to apply. All applicants will be given careful consideration.

Compensation:

The starting annual salary ranges for this position are \$60,000-75,000. CA Food Banks provides a competitive benefits package.

To apply:

Please submit your cover letter and resume to: <https://fs10.formsite.com/cafb2/srqymxvmss/index.html>. Applications will be accepted until the position is filled.

Visit <https://www.indeed.com/job/accountant-09081df575c02933> to see our listing on Indeed.