



JOB DESCRIPTION

Position:	Accounting Associate
Department:	Finance
Status:	Regular Full Time – Non-Exempt
Reports to:	Accounting Manager

Job Summary:

The Accounting Associate position provides support in the areas of accounts payable, accounts receivable, bank deposits, vendor relations, month-end close, year-end reporting, and other administrative tasks.

Essential Functions:

- Responsible for all aspects of accounts payable and vendor communications.
- Ensures accurate and timely recording and approval of vendor invoices and payments through online platform and accounts payable system.
- Coordinate review and approval of corporate credit card transactions monthly.
- Perform timely reconciliation of accounts payable and credit card transactions between multiple systems.
- Monitor and record electronic transactions and payments processed through corporate bank accounts.
- Ensures accurate classification of expenses according to GAAP, department policies, and company budget.
- Cultivate and maintain a professional relationship with Food Share vendors and creditors.
- Collect and maintain vendors' tax information (W9) and assist in the preparation of annual 1099 forms.
- Maintain electronic filing system of invoices, payments, and other records in compliance with internal and regulatory agencies' record retention policies.
- Complete vendor/credit applications as needed.
- Responsible for accounts receivable, including preparing and mailing agency invoices monthly, and collection of outstanding receivables balance.
- Retrieve, open, and sort incoming mail daily, ensuring dual custody of cash per internal control policies.
- Prepare bank deposits and process electronic deposits.
- Provide direction and support to volunteers as needed.



- Work with other departments as needed.
- Assist in the month-end close process by reconciling AP and AR related GL accounts and preparing necessary journal entries.
- Provide accounting and audit support to the Accounting Manager and CFO.
- Other duties and projects as assigned by the Accounting Manager and CFO.

Core Competencies:

- Attention to details is a must.
- Organizational skills and ability to prioritize tasks.
- Time management skills and ability to multi-task to meet deadlines.
- Proficiency with computer systems and ability to learn multiple software applications.
- Strong knowledge of Microsoft Office Suite.
- Excellent written and verbal communication skills.
- Demonstrate excellent interpersonal skills and problem-solving abilities.
- Strong work ethics, integrity, and reliability.
- Self-motivated with ability to work independently.

Qualifications:

- Associate degree in accounting or equivalent preferred.
- 3 + years or related accounting experience preferred.
- Basic knowledge of GAAP.
- Non-profit accounting experience a plus.
- Valid CA driver's license and proof of vehicle insurance.
- Able to periodically lift up to 50 pounds.

Departmental Requirements:

- All Finance staff are required to be organized and efficient at prioritizing tasks.
- All Finance staff needs to have exemplary customer service skills to communicate with all food bank stakeholders.
- All Finance staff needs to ensure they abide by and uphold company/department policies and procedures.

FOOD Share, Inc. embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain, and promote a talented diverse workforce in a culture where all employees will contribute to their fullest potential.



* * The above description reflects the general details considered necessary to describe the principal functions and duties as required for the job and shall not be construed as a detailed description or task list of all the work requirements that may be inherent in the job. Job description is subject to change and additional responsibilities may be assigned depending on operational needs.

Employee Acknowledgement of Receipt

Employee Name

Date

Employee Signature