

**LOS ANGELES REGIONAL FOOD BANK  
JOB AD**

POSITION: Accounting Assistant  
SUPERVISOR: Controller  
STATUS: Hourly/Non-Exempt



**COMPANY**

The Mission of the Food Bank is to mobilize resources to fight hunger in our community. The Food Bank serves more than 300,000 clients on a monthly basis and, in 2018, distributed 67 million pounds of food. Los Angeles Regional Food Bank employees are hired based not only because of their skills, but also because of their commitment to our mission. This means that each of us, working together, will do all that we can to fulfill our vision that no one goes hungry in Los Angeles County. Our core values include: Respect, Stewardship & Accountability, Collaboration, Urgency, Service, Integrity and Diversity. Our organization is committed to maintaining a positive and engaging workplace for all employees.

**ESSENTIAL FUNCTIONS**

This role is responsible for the review and processing of invoices, expense reports and payments with a high degree of accuracy and timeliness. The successful candidate is someone who is highly detail-oriented and committed to integrity of data and reporting. Strong analytical capabilities and organizational skills are key to the success of this role.

If you have a passion for fighting hunger in your community and are interested in gaining experience in bookkeeping procedures, we'd like to meet you!

**WHAT YOU'LL DO**

**Accounts Payable:** Review and analyze documents, invoices and contracts regarding payments to ensure completeness of supporting documents, proper approvals and accounting classification following Food Bank policies and procedures. Review vendor account statements and request for missing invoices. Monitor and respond to Accounting AP mailbox with questions from vendors and internal departments in a timely manner. Submit claims online for various programs reimbursements such as CACFP and SFSP.

**Reconciliation:** Prepare monthly reconciliations for Accounts Payable (with Aging), Refundable Advance, Prepaid Expenses, Other Deposits, Sales Tax Payable, Bank Accounts and other accounts as needed. Prepare monthly reconciliation of Fixed Assets subsidiary ledger to general ledger and Fixed Assets Roll-forward report.

**Reporting:** Prepare weekly check run report. Prepare monthly accounts payable accruals, sales tax expense accruals and other journal entries as needed. Maintain all fixed assets schedules and monitor all capital expenditures transactions, record monthly depreciation, disposal or retirement of fixed assets. Perform fixed assets count on a regular basis.

## **QUALIFICATIONS**

- Bachelor's Degree in Accounting or other relevant subject is preferred.
- Conducts self in a professional, respectful and courteous manner during all interactions. Works effectively and collaboratively with others toward common goals. Presents a professional appearance and demeanor.
- Communicates accurately, honestly, supportively and in a timely manner with department and interdepartmental team members. Demonstrates strong planning, organizing, time management and interpersonal skills.
- Self-starter who is able to work with minimum supervision. Works effectively under pressure to meet established goals and objectives.
- Demonstrates problem-solving and organizational abilities. Participates in operational aspects of the department, and maintains/participates in performance improvement activities within the department.
- Displays professional and personal integrity.
- Computer experience and proficiency with Microsoft products
- Detail-oriented, strong analytical capabilities needed to formulate and prepare reports; ability to maintain focus and ensure data integrity and high quality work output.
- Passion for the advancement of the organization's mission.
- Commitment to the seven values of the organization: respect, stewardship & accountability, collaboration, urgency, service, integrity and diversity.

## **BENEFITS**

We offer a comprehensive benefits package:

- Medical, dental, vision and flexible spending accounts.
- Employer paid Life Insurance and Long Term Disability.
- 403(b) retirement savings plan.
- Employee Assistance Program.
- Vacation: Two weeks for the first three years.
- Sick Time: Nine days per year.

As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check.

Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer."