

MEND | Meet Each Need with Dignity

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MEND Job Description

POSITION TITLE:	Bookkeeper
FSLA STATUS:	Non-Exempt
REPORTS TO:	Staff Accountant
WAGE:	\$23-\$25 per hour - 20-25 hours per week
START DATE:	Open until filled.

ABOUT MEND:

MEND-Meet Each Need with Dignity is a nonprofit organization headquartered in Pacoima, CA serving the crisis needs of the most vulnerable community members. Operating the San Fernando Valley's most extensive Community Nourishment Programs, MEND distributes almost 4Million lbs. of good food a year. And, in alignment with MEND's mission and long-term commitment to strengthen families & the community, MEND helps individuals address and overcome the long-term challenges that have kept them from thriving. MEND is an equal opportunity employer.

JOB SUMMARY: The Bookkeeper will be responsible for assisting the Staff Accountant in maintaining a comprehensive and accurate record of income and expenses. The Bookkeeper will perform various accounting duties including entering invoices, preparing checks, and processing deposits.

ESSENTIAL FUNCTIONS:

1. Enter general accounting functions into QuickBooks accounting system such as accounts payable and accounts receivable.
2. Enter deposits and write checks in the QuickBooks accounting system.
3. Enter income and expense budgets by department into QuickBooks at the beginning of year.
4. Maintain a record of expenses charged grants; prepare reports as needed.
5. File a/p and a/r.
6. Scan and copy documents needed for invoicing grants.
7. Assist CFO and Staff Accountant with yearly audit.

QUALIFICATIONS: Candidates must demonstrate the following:

1. AA in accounting or equivalent combination of training and experience.
2. Superior proficiency in QuickBooks and Microsoft Office (Word, Excel).
3. Knowledge of accounting principles and procedures.
4. Non-profit bookkeeping is strongly preferred; specific experience in grant allocation and tracking foundation and business grants is preferred.
5. Time management/ability to multitask.

6. Excellent communication and organization skills.

Time Commitment: Part-Time 20-25 hours per week.

All positions contingent on continued funding.

All County-funded workforce members must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.

The ability to interact with staff (at all levels) in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful, and efficient, with a high level of professionalism and confidentiality is crucial to this role. Expert level written and verbal communication skills, strong decision-making ability and attention to detail are equally important.

The above statements reflect the essential functions considered necessary to describe the principal content of the job. They are not intended to be a complete statement of all work requirements or duties that may be inherent in the job.

To apply, please submit cover letter and resume to jobs@mendpoverty.org Position open until filled.