

MEND | Meet Each Need with Dignity

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www.MendPoverty.Org



MEND Job Description

POSITION TITLE:	Accounting Clerk
FSLA STATUS:	Non-Exempt
REPORTS TO:	Senior Accountant
WAGE:	\$24-\$26 per hour – 28-30 hours per week
LOCATION:	Onsite - Pacoima

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 4 million 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: Reporting to the Senior Accountant, the Bookkeeper will be responsible for supporting day-to-day accounting functions and assisting in the maintenance of a comprehensive and accurate record of income and expenses. The Bookkeeper will perform various accounting duties including recording financial transactions; preparing, sending, and entering invoices; preparing checks, and processing deposits.

ESSENTIAL FUNCTIONS:

1. Completes general accounting transactions (e.g., A/R, A/P, deposits) with the QuickBooks Online accounting system.
2. Tracks outstanding receivables and provides a monthly A/R report to management.
3. Processes approved vendor invoices and prepares payments to vendors ensuring that all required back up documentation is complete, obtains signatures on checks and mails them.
4. Maintains vendor files with copies of invoices, checks, W-9s, etc.
5. Prepares, accrue, and sends invoices for event sponsors, cost sharing partners, funders, etc.
6. Accrues pledged revenue and processes deposits (cash, checks, wires, ACH, etc.) from donors, grantors, foundations, etc.
7. Prepares employee expense reimbursement checks monthly.
8. Supports completion of bi-weekly payroll and annual employee tax documents, as assigned.
9. Maintains and prepares back up documentation for grant billing (e.g., scan and copy invoices, check stubs, general ledger reports, etc.).
10. Assists with copying required documents and schedules for funder and annual audits, as requested.
11. Other duties as assigned.

QUALIFICATIONS:

- AA in accounting or equivalent combination of training and experience.
- Superior proficiency in QuickBooks and Microsoft Office (Word, Excel, Outlook, Teams).
- Knowledge of accounting principles and procedures.
- Non-profit bookkeeping is strongly preferred; specific experience in grant allocation and tracking foundation and business grants is preferred.
- Excellent time-management and prioritizing skills.
- Attention to detail and complete repetitive tasks with accuracy.
- Excellent communication skills – oral and written – and comfort with interacting with staff at all levels.
- High level of ethics and integrity; able to handle sensitive and confidential information with care.

Time Commitment: Part-Time 28-30 hours per week.

All positions contingent on available funding.

All employees on County-funded programs 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.

To apply, please submit cover letter and resume to jobs@mendpoverty.org. Please include a cover letter that describes how your experience meets all the requirements of the position. Applicants who do not submit a cover letter will not be considered. Position open until filled.

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. MEND is an equal opportunity employer.

MEND, named the 2022 & 2023 Daily News Reader's Choice FAVORITE WORKPLACE, is an equal opportunity employer committed to a diverse and inclusive workforce. We foster a culture that honors different perspectives, opinions, and backgrounds. Company culture is at our core.

Culture

- Warm and welcoming environment
- Staff and volunteers have a passion for making the world a better place
- Investment in, care and appreciation for all employees
- Celebrate success together at staff meetings, annual holiday celebration and for outstanding achievements
- Emphasizes personal and professional skill development through quarterly performance appraisals and regular 1:1 meetings with management
- Commitment to program excellence and impact

Core Values

- Excellence in programs, outcomes, and operations
- Informed, holistic approaches through active listening and credible messengers

- Integrity in our actions, building trust in our community and donors
- Transparency and integrity in all we do
- Dignity & respect for those we serve and each other

Benefits:

- 100% of basic employee health coverage and life insurance paid for by employer. Dental coverage paid at 50% by employer; Vision coverage paid for by employee. Benefits eligibility based on MEND's full-time status. May elect to purchase up to a PPO plan or obtain coverage for eligible family members at their own cost.
- Optional benefits include Flexible Spending Account (FSA) and AFLAC.
- Employee Assistance Program (EAP) available providing 24-hour confidential hotline for employees to help find balance, address personal concerns, and assist with day-to-day challenges.
- 10 days of sick leave granted annually: ability to carry over up to 70 hours of unused sick time.
- MEND provides vacation benefits to all full-time and part-time employees for the purpose of giving them a period of rest and relaxation away from work with pay. New employees accrue vacation at a rate of 2 weeks per year.
- Option to participate in employer sponsored 403B retirement plan.
- 11 paid days off: 9 holidays, 2 personal days (birthday and work anniversary).
- Compelling work culture and values.