

## **MEND | Meet Each Need with Dignity**

10641 N San Fernando Road  
Pacoima, CA 91331

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**www.MendPoverty.Org**



### **JOB DESCRIPTION**

**POSITION TITLE:** Senior Accountant  
**FLSA STATUS:** Non-Exempt  
**REPORTS TO:** Chief Financial Officer  
**SUPERVISES:** Accounting Clerk  
**WAGE:** \$38-40 per hour, 70 hours per bi-weekly pay period  
**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 pounds of good food a year. And, in alignment with MEND's mission and long-term commitment to strengthen families and the community, MEND helps individuals address and overcome the long-term challenges that have kept them from thriving through our more intensive services and programs.

Over the last several years, MEND has undergone critical realignment and significant growth, taking on government funding in 2020, after 49 years of operation. During this time, our operating budget has grown from \$2.6MM to \$6.4MM (excluding in-kind), and are seeking a senior accountant with nonprofit experience, and specifically government grants) to support our continued growth.

**JOB SUMMARY:** Reporting to the Chief Financial Officer, the Senior Accountant, with an in-depth understanding of Generally Accepted Accounting Principles (GAAP), is responsible for maintaining comprehensive and accurate accounting records. The Senior Accountant performs various accounting duties including processing payroll, generating month-end accruals and reports, maintaining a cash flow schedule, allocating government grant spending appropriately, preparing monthly cost-reimbursement invoices for government funding, and leading the annual audit. The ideal candidate will have extensive non-profit experience in which government funding is a significant percentage of the organization's funding.

#### **ESSENTIAL FUNCTIONS:**

1. Ensures income and expense budgets and actuals are entered and monitored monthly; monitors payables and receivables; prepares timely monthly, quarterly, and year-end financial close, including journal entries, balance sheet, bank and

investment account reconciliations, accruals, and overall maintenance of all operational accounts.

2. Oversees payroll process, including monitoring and updating vacation and sick accruals; and manages time-keeping system. Ensures year-end tax documents are completed on time.
3. Maintains and updates all financial records and reports
4. Ensures accurate and timely recordings of income and expenses.
5. Conducts periodic filings (e.g., sales & use, payroll taxes, property taxes, etc.) as needed.
6. Oversees purchasing processes to ensure they reflect best practices, are compliant with company policies, and funder restrictions.
7. Maintains fixed asset tracking system and depreciation schedules.
8. Ensures accurate and on-time reporting and submission for grant and other invoices, including cost-reimbursement programs, shared maintenance cost agreements, financial MOUs, etc.
9. Prepares reports, gathers documents, prepares audit schedules, and interfaces with auditors for funder desk audits to ensure compliance for financial and regulatory reporting, and for the timely and accurate completion of MEND's annual audit.
10. Coordinates with the Development Department for event invoicing, donor credit card processing, and ensuring donations are processed timely.
11. Develops standard operating procedures for all accounting functions to ensure consistency and conformance with MEND policies, internal controls, funder expectations and any applicable legal/regulatory requirements.
12. Other duties as assigned.

**PHYSICAL REQUIREMENTS:**

- Ability to occasionally move boxes weighing up to 25 lbs.

**QUALIFICATIONS:**

- Minimum Education: Bachelor's degree in accounting
- Minimum 5 years' experience in nonprofit accounting, including grant accounting required
- 3 years' supervisory experience
- Knowledge of GAAP, Uniform Administrative Requirements, and cost allocation methods; familiarity with Codes of Federal Regulation and LA County Auditor Controller Handbook, highly desired
- Expert level proficiency in QuickBooks Online and Microsoft Office (Word, Excel, Outlook, Teams)
- Strong analytical skills; able to generate variance analysis, conduct detailed review of financial transactions, and identify potential concerns
- Able to manage multiple deadlines and priorities; strong time- management skills
- Excellent communication/interpersonal skills – both written and verbal

**TIME COMMITMENT:** Full-time – 70 hours per pay period

*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](mailto: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. 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.