

MAMA'S KITCHEN

Job Title: STAFF ACCOUNTANT (Non-Exempt Full-Time Position)

EFFECTIVE: JAN 2013

Supervisor: Executive Director

Open Position: We are currently seeking a Staff Accountant to augment our administrative work. Working with the Executive Director, this position will interact with a variety of organizational stakeholders including the finance committee, the board of directors, outside vendors, governmental agencies, as well as agency staff, volunteers and donors. Thus, the ideal candidate will:

- Be passionate about the mission;
- Possess a collaborative spirit and enjoy an open work setting;
- Incorporate the highest levels of ethics and professionalism;
- Believe there is always a better way; and
- Appreciate the value of good data.

Primary Responsibilities: With the direction and support of the Executive Director, the Staff Accountant will provide general transactional accounting and bookkeeping services, including:

- Prepare and analyze reports and financial statements;
- Monitor asset balances, liquidity, grant, and budget needs;
- Maintain general ledger in an organized and compliant status;
- Reconcile accounts and ensure prompt and accurate monthly and annual closing of books;
- Engage in the implementation and completion of the annual independent audit;
- Develop an annual budget;
- Manage Payroll activities;
- Provide comprehensive human resources management support;
- Attend Finance Committee meetings, staff meetings and other events and meetings as appropriate
- Support the finance committee's work which including taking minutes and coordination of committee follow-up activities.
- Maintain finance department policies and procedures
- Support the work of the development, operations and administrative departments;
- Provide any additional information, training, and support as may be needed the above referenced entities: and
- Undertake other accounting duties as assigned. This includes, but is not limited to petty cash management and coordination of organizational insurance needs.

Skills and Requirements: The following skills are thought to be ideal for the successful execution of the duties of this position:

- A degree in accounting
- 5 years experience in accounting (nonprofit experience preferred but not required)

- Proven ability to function in a multi-tasking environment
- Very comfortable with technology, including advanced skills in Microsoft Excel and Word.
- Working knowledge of QuickBooks or other accounting system; and knowledge of Raiser's Edge is desirable.
- Extremely detail oriented
- Excellent written and oral communication skills
- Possession of a friendly and professional demeanor
- Valid California driver's license with acceptable driving record for the past three years

Our Mission: At Mama's Kitchen we believe that every person is entitled to the basic necessity of life, nutritious food. As a volunteer-driven, not-for-profit organization, we prepare and deliver food to men, women and children who are affected by AIDS or cancer.

Core Values: At Mama's Kitchen, our decisions and behavior are driven and guided by the following core values:

Dignity and Respect: Focus on the individual is at the heart of everything we do at Mama's Kitchen. Mama's Kitchen fosters a community where mutual respect and dignity are preserved by promoting humanity, compassion and empathy towards our clients, donors, volunteers and staff.

Reliability: Mama's Kitchen is resourceful, efficient, and flexible. Our clients tell us that reliability is what sets Mama's apart from other AIDS organizations.

Integrity: Guided by honesty, loyalty and a commitment to confidentiality, Mama's Kitchen is responsive to the needs of all our clients, volunteers, donors and staff. We pride ourselves in doing what we say we are going to do.

Diversity: Mama's Kitchen is an all-inclusive family. We foster a welcoming environment and embrace all members of the community without judgment.

Team Work: Mutual effort and unity are the ingredients that allow our mission to succeed.

Salary and benefits are commensurate with experience.

Instructions for Applying: Please submit a cover letter, salary requirements, and resume to alberto@mamaskitchen.org with "Staff Accountant Position" in the subject line. No phone calls, walk-ins, or recruiters, please. Applicants are welcome submit their documents until 5:00PM, Friday, February 1, 2013.