



Job Title FULL CHARGE BOOKKEEPER

FLSA: NON-EXEMPT

Full time: 40 hours/week

Range: \$25-28 per hour DOE

Supervisor: CFO

Benefits: Medical, Dental, Vision (with employer contribution), Flex, Life, 401k w/ match. Generous time-off & 11 paid holidays.

Position Description: The Full Charge Bookkeeper is an essential part of the Administration & Finance department and is integral to ensuring accurate and timely financial reporting. This position interacts with a variety of organizational stakeholders including the finance committee, outside vendors, governmental agencies, as well as agency staff, volunteers, and donors. The successful candidate will:

- Have passion about the mission.
- Incorporate the highest levels of ethics and professionalism.
- Believe there is always a better way
- Appreciate the value of good data

Duties & Responsibilities:

Bookkeeping

- Serve as primary organizational bookkeeper.
- Record and post the day-to-day financial transactions, including AP, AR.
- Reconcile bank statements on a monthly basis.
- Record cash receipts and make bank deposits.
- Accurately record payroll related expenses.
- Maintain and reconcile petty cash account.

General Accounting

- Regularly maintain detailed schedules and reconciliations of all balance sheet accounts.
- Ensure timely billing to funders and in accordance with contract requirements.
- Maintain physical and electronic finance files.
- Assist in the creation of organizational, departmental and grant specific budgets.

Audits/Filings

- Provide support for organizational audits, including the annual independent audit and audits from governmental funders.
- Provide support for annual tax return and other statutory filings.

Reporting

- Prepare monthly financial statements
- Prepare budget vs actual reports
- Prepare budgets and reports as needed for grant reporting.
- Develop an understanding of departments and programs funding streams and/or cost structure.
- Review and analyze award agreements to understand program requirements, costs requirements, conditions, restrictions, reporting requirements and deliverables.
- Work cross functionally with Operations and Development to develop revenue and expense accounting processes and to support initiatives and improvements.
- Provides analytical assistance to other staff and senior management as requested

Skills/Qualifications:

- Degree in accounting with 2-3 years of experience
- Strong analytical skills
- Proven prioritization skills and ability to meet deadlines
- Effective communication skills, both written and verbal
- Organized and meticulous
- Proficient in Microsoft Office (Excel, Word, Outlook, PowerPoint) and QuickBooks
- Experience with non-profits a plus
- Able to lift 50lbs

Other duties as assigned.

Working Conditions: Ability to work in multi-person and multi-activity office space. Position requires effective communication skills and diplomacy in interfacing with staff, board members, volunteers, and donors.

Covid 19: We require all employees to be fully vaccinated and provide proof of vaccination upon hire.
Background Check: All employees are required to go through a yearly background check.

Vision Statement:

At Mama's Kitchen, we envision a community where all individuals with critical illnesses are no longer vulnerable to malnutrition.

Mission Statement:

Mama's Kitchen believes that everyone is entitled to the basic necessity of life – nutritious food. Our services improve the health and well-being of individuals and families vulnerable to malnutrition due to critical illness.

Mama's Kitchen 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 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.

Equal Opportunity

Mama's Kitchen has a long-standing commitment to equal employment opportunity for all applicants for employment. Employment decisions including, but not limited to, those such as employee selection, performance evaluation, administration of benefits, working conditions, employee programs, transfers, position changes, training, disciplinary action, compensation, and separations are made without regard to race, color, religion (including religious dress and grooming), creed, national origin, nationality, citizenship status, domestic partnership status, ancestry, gender, affectional or sexual orientation, gender identity or expression, marital status, civil union status, family status, age, mental or physical disability (including AIDS or HIV-related status), atypical heredity cellular or blood trait of an individual, genetic information or refusal to submit to a genetic test or make available the results of a genetic test, military status, veteran status, or any other characteristic protected by applicable federal, state, or local laws.

Please send Resume and cover letter to jobs@mamaskitchen.org