



## **JOB ANNOUNCEMENT**

### **TEMPORARY FINANCE ASSOCIATE POSITION AVAILABLE**

CBE is a state-wide environmental health and justice organization that combines grassroots organizing, legal advocacy, and science-based research to achieve its goals. CBE's mission is to build power in low-income communities of color to achieve environmental justice by empowering community, reducing pollution and building healthy and sustainable communities. For more information, please visit: [www.cbecal.org](http://www.cbecal.org).

#### **General Position Summary:**

CBE seeks a well-organized, self-motivated individual with proven skills to cover a wide range of day to day office responsibilities including bookkeeping functions as well as administrative support. This position is temporary beginning in August 2016 until February 2016. Work is performed under the general direction and supervision CBE's Director of Finance and Operations. The position requires a communicative team player, with high ethical standards. This position will be based in our Huntington Park office.

#### **RESPONSIBILITIES**

##### **Finance**

- Processes all accounts payable checks according to organization procedures.
- Matches receipts and invoices with Check Request Form to assure accuracy and prepare for entry.
- Enters, prints and mails accounts payable checks.
- Maintains all accounts payable files, to include filing invoices in designated areas and updating vendor information on computer.
- Performs end-of-month procedures as required.
- Records receipt of checks via postal mail and prepares them for bank deposit.
- Support accounts receivables functions such as receiving and processing grant agreements.
- Prepares, and posts regular monthly journal entries in QuickBooks.
- Provides extensive support with yearly audit process, including preparation of preliminary documentation and other services as requested by audit firm.

##### **Payroll**

- Assists with new employees including preparing and facilitating orientation process.
- Coordinates processing of terminations.
- Collects timesheets from staff, and processes payroll.
- Prepares, and posts regular payroll journal entry in QuickBooks.
- Answers employee payroll, benefit and other related inquiries as needed.

- Helps prepare 1099 reporting.
- Prepares and reviews end of month reports in a timely manner.

### **Administrative**

- Supports the Executive Director with his calendar, coordinating meetings and special project research.
- Expert handling of all general office functions, including mail, fax, and copy.
- Oversees details of staff and board meetings to include preparing meeting room, scheduling conference calls, and meeting packets.
- Oversees general office coordination including ordering office supplies, handling office equipment, and arranging equipment repairs as needed.

Performs other related duties as assigned.

### **REQUIRED QUALIFICATIONS**

- Must have basic understanding of accounting principles and procedures.
- Must have technical competence with accounting, spreadsheet, and word processing software.
- Experience with QuickBooks.
- High accuracy, attention to detail and deadlines, organization and ability to prioritize multiple tasks.
- Must have strong time management skills.
- Ability to ensure a positive, team-oriented environment.
- Must have people skills and be customer service-oriented.
- Ability to work in a manner that complies with company safety standards and policies

**Compensation:** Salary up to \$41,600 FTE and based on experience.

**To apply:** Please send a cover letter and resume to: [jobs @ cbeal.org](mailto:jobs@cbeal.org). Please include your last name and Finance Associate in the subject line. Position open until filled.

*CBE is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation, or any other prohibited category. We strongly encourage women, people of color, LGBTQ, and all qualified persons to apply for this position.*