



JOB ANNOUNCEMENT

FINANCE ASSOCIATE POSITION AVAILABLE

Communities for a Better Environment (CBE) is a statewide 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.

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/accounting functions as well as administrative support. 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 required to provide support to the South East LA and Wilmington Teams, and to participate in occasional programmatic, fundraising and other Team activities. This position will be based in our Huntington Park office.

RESPONSIBILITIES

Finance

- Processes all accounts payable checks according to organization procedures.
- Provides accurate data entry and general ledger coding to all vendor invoices and expense reimbursements to ensure proper accounts are charged to the appropriate programs and campaigns
- 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.
- Prepares the month-end closing schedule and coordinates with other departments to ensure a timely monthly closing process;
- Records receipt of checks via postal mail and prepares them for bank deposit.
- Manages the cash receipts process and ensure proper recording of revenues and application of cash.
- Provides extensive support with yearly audit process, including preparation of preliminary documentation and other services as requested by audit firm.
- Prepares and submits payroll and expenses reimbursement to CBE action, a c(4) sister organization.
- Maintains w-9 forms, and helps prepare 1099 reporting

HR

- Assists in on-boarding process for new Southern CA employees, including preparing and facilitating orientation process.
- Assists with processing of Southern CA terminations.

Administrative

- 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, for Huntington Park and Wilmington offices.

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 committed to the welfare of the CBE team as a whole.
- Experience with a c(3) and c(4) relationships a plus.

Compensation: This is a permanent, full-time, non-exempt position at \$49,920 per year (\$24/hour). The Development Associate will receive CBE's comprehensive benefits package, including a generous vacation and leave policy; fully-paid premiums for medical, vision and dental insurance; a 401(k) retirement plan; and a flexible spending plan. *CBE pays full premiums for medical, dental and vision insurance for the employee, any partner and any dependents.*

To apply: Please send a cover letter and resume to: 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, LGBTQAI, and all qualified persons to apply for this position.