**Job Description**
**Accounting Coordinator**

**Job Description:** Accounting Coordinator
**Location:** National City, CA
**Schedule:** part-time, 25 hours per week, occasional evening & weekends required
**Reports to:** Associate Director
**Salary:** $17 - $19
**Classification:** part-time, non-exempt position
**Benefits:** Eligible for sick time and phone stipend

**Summary:** The Accounting Coordinator is responsible for billing and accounts payable and receivable according to organizational accounting procedures for a large garden-based nutrition education organization that serves children and families from National City and throughout the region. The position will process all gifts and pay all invoices, generate and follow up on all billing, manage office needs, support grant reporting and coordination, and provide support for events and activities. As an organization rooted in community, this role requires active participation in anti-racist work, and a commitment to equity and inclusion.

## ESSENTIAL DUTIES

### ACCOUNTS PAYABLE / RECEIVABLE
- Coordinate accounts payable activities: process invoices, prepare check-requests, prepare checks for signature, mail checks promptly to vendors
- Coordinate accounts receivable activities: process checks, cash, and wire transfers; prepare bank deposits
- Enter all gifts and payments into Olivewood accounting and donor management softwares
- Organize and maintain accounts receivable and payable back-up documentation
- Ensure proper gift and payable entry into accounting and donor management software through monthly reconciliation
- Develop and manage invoicing log to keep track of outstanding accounts receivable for Olivewood programs
- Create and send invoices for fee-based programs and event sponsorship pledges
- Create and send donor gift acknowledgements
- Support annual audit activities including gathering and preparing accounts receivable and payable materials

### REPORTING AND PROGRAM SUPPORT
- Support development of grant reports including tracking deadlines, gathering receipts and documentation, and processing invoices

- Provide input and support for annual events including the Seedling Soirée and Day of Play

*OFFICE SUPPORT*
- Answer phone calls and direct calls and messages to staff (some in Spanish)
- Maintain a clean and organized office
- Maintain organized filing system, including all bills and correspondence
- Use calendar for time management and scheduling
- Order office and programmatic supplies
- Call for maintenance needed on office equipment

*COMMUNITY OUTREACH & TEAM ENGAGEMENT*
- Participate in Olivewood staff meetings
- Represent Olivewood Gardens in the community at professional and community events

## QUALIFICATIONS
Olivewood is committed to hiring the best candidate to fit the organization needs and future growth. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Qualifications:**
- 2+ years experience and/or education in accounting, administration, customer service, or other related fields
- Accounts Payable/Accounts Receivable experience preferred
- Must be detail-oriented and comfortable with data and numbers
- Commitment to healthy eating and wellness
- Commitment to diversity and equity

**Interpersonal Skills:**
- Strong interpersonal and teamwork skills
- Comfortable working with supervisor, staff, interns, and volunteers
- Flexible in fast-paced and unpredictable environments
- Able to weigh multiple factors to act quickly, decisively, and diplomatically
- Proven experience working with people of different cultures and backgrounds

**Language Ability:**
- Excellent verbal and written communication skills
- Ability to write routine reports and correspondence
- Ability to speak and present effectively before groups

- Spanish language skills preferred

**Reasoning Ability:**
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several variables in standardized situations.

**Computer Skills:**
To perform this job successfully, an individual should have knowledge of Microsoft Office (Word, Excel, Outlook), Google Suite, and be comfortable learning new digital platforms..

**Certificates and Licenses:**
Acceptable DMV record and valid driver's license required.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to work with frequent interruption and simultaneously supervise tasks
- Ability to stand, stoop, reach and bend. Mobility of arms to reach, dexterity of hands to grasp and manipulate large and small objects
- Ability to read small print
- Ability to stand for long period and walk long distances over uneven and unimproved surfaces in a garden or urban agricultural environment
- Ability to lift, push and/or pull objects up to 40 pounds
- Ability to work with and near, equipment with moving mechanical parts
- Ability to work outdoors and tolerate varying weather conditions
- Ability to use and look at small electronic devices (e.g., computer, tablet or smart phone)

**To Apply:** Please send a cover letter and résumé to jobs@olivewoodgardens.org with "Accounting Coordinator" in the Subject Line.

*Olivewood Gardens and Learning Center provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.*