



Job Description

Staff Name:

FLSA Status:

Sacramento

Job Title: Accounting & Purchasing Specialist

Reports To: Operations Officer

PURPOSE STATEMENT Supports the financial functions of the organization, including accounts payable, accounts receivable, payroll, purchasing, valuation of inventory and costs of goods sold, and account reconciliations. All activities are conducted in accordance and adherence to internal controls, policies, and procedures.

QUALIFICATIONS - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and maintain total confidentiality of all sensitive personal & financial information. The requirements listed below are representative of the knowledge, skill, and/or ability required. Upon request of the employee, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: This list of duties and responsibilities is not listed by importance or priority. **Other duties may be assigned.**

Accounts Payable

- Collects invoices, invoice approvals, reviews and matches up all invoices to ensure processing and payment
- Ensure all items are fully completed, including the addition of coding, and documentation for timely payments
- Performs internal checks to guarantee the timeliness of payments
- Serves as point of contact on payment issues with internal and external clients
- Assists with Year-end audits

Accounts Receivable

- Prepares, posts, verifies, and records customer payments and transactions in Quickbooks.
- Creates invoices according to policy, submits invoices to the customer.
- Drafts correspondence for standard past-due accounts and collections identifies delinquent accounts by reviewing files, and contacts delinquent account holders to request payment. Creates customer invoices in Quickbooks
- Prepares bank deposits as required
- Completes monthly closing reports e.g. Out of State Sales and Credit Card payment tracking

Timekeeping, Payroll, and Benefits Processing Support

- Prepares, verifies, and enters semi-monthly payroll in the system, showing all statutory and voluntary deductions, special payments, annual leave, contributions, special withholdings, etc., as outlined in the accounting manual. Resolve problems or discrepancies as needed.
- Maintains employee payroll records in accordance to record retention guidelines
- Answers employees' inquiries about payroll calculations, checks, payroll policies, procedures, and related matters.
- Assist with processing employee-related business expenses, ensuring compliance with policy, and reporting discrepancies to Operations Officer

Purchasing

- Reviews and receives purchase order requests to ensure all requisition information is accurate and complete with policy and funding requirements.
- Conducts market research to recommend the best products and suppliers in terms of best value, delivery schedules, and quantity within policy.
- Travel Administrator for purchasing and tracking travel arrangements for all staff to include canceled reservations.
- Prepares purchase orders by verifying specifications and pricing.
- Obtains recommendations from suppliers for substitute and new items and obtains approval for requisition.
- Participates in the development of the specification for equipment, products, and materials.
- Tracks purchases of inventory related goods separately to be used for costing purposes.
- Maintain inventory costs spreadsheet

Valuation of inventory and cost of goods sold

- Calculate monthly Cost of Goods sold using CRM shipment and adjustment data and inventory costing worksheet. Provide these numbers to Operations Officer by the first workday) for input into the GL.

Contracts

- Prepares correspondence, reports, contracts, and other documents as needed. Maintains confidentiality of various projects, correspondence and other written/oral items.
- Assist with coordination of contracts between staff, CEO and CDFA

Office Coordination

- Assist the Administrative Services Manager and Coordinator with office coordination tasks, as needed.

EDUCATION and/or EXPERIENCE - Two-year degree or certificate in Accounting from college or technical school; or six to twelve months related experience and/or training; or equivalent combination of education and experience. Knowledge of accounting software, (e.g., Quickbooks, MS Word and MS Excel).

LANGUAGE SKILLS - Ability to read and interpret documents such as benefits plans, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with and respond to common inquiries or complaints from customers and employees of organization.

MATHEMATICAL SKILLS - Ability to calculate figures and amounts such as discounts, interest, commissions proportions, percentages, rates and ratios.

REASONING ABILITY - Ability to define and address problems requiring analysis of multiple variable or situations, collect data, establish facts, and draw valid conclusions. Ability to exercise judgement within broadly defined practices and policies and create and select appropriate strategies to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.

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. Upon request of the employee, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT – Upon request of the employee, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately quiet, but there can be occasional distractions.

OTHER QUALIFICATIONS - Must have the ability to establish, foster and maintain positive and harmonious working relationships with those contacted in the performance of duties. Must be able to maintain confidentiality.

ACKNOWLEDGMENTS: I have reviewed and understand the above position guide and believe it to be accurate and complete. I also understand that the Dairy Council of California retains the right to change this position guide at any time. I also understand that this job description is not a contract for work.

I understand, and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the company is “at will”, for an unspecified duration, and may be terminated at any time by me or the company without cause or reason as specified by Section 2922 of the California Labor Code.

Employee Signature

Date

Supervisor Signature

Date