

JUNIOR STAFF ACCOUNTANT



Position Title: Junior Staff Accountant

Reports to: Finance Director

Status: Part time, non-exempt

Hours: Part-time (20-25 hours/week).

Salary Range: \$18.00 - \$22.00 per hour depending on experience and qualifications

Mission of the Imperial Valley Food Bank:

Fighting Hunger - Bringing Health and Hope to the Imperial Valley

Job Summary:

The Junior Staff Accountant is an entry-level position that supports the Finance Director with daily nonprofit accounting functions, including Accounts Payable (A/P), Accounts Receivable (A/R), and accurate financial data entry. This role is ideal for someone looking to grow their accounting skills in a nonprofit environment while maintaining high standards of accuracy, organization, and confidentiality.

Key Responsibilities:

- Assist with Accounts Payable and Accounts Receivable processing, including data entry and documentation
- Enter and allocate credit card receipts and expenses following internal policies and procedures
- Use QuickBooks (including Class tracking) to properly allocate expenses by program and department
- Maintain organized electronic and physical accounting files in accordance with record retention requirements
- Assist with monthly reconciliations and basic journal entries
- Support the Finance Director with audit preparation and routine financial reporting
- Ensure compliance with internal controls and nonprofit accounting standards
- Maintain strict confidentiality of donor, employee, and financial information
- Meet deadlines and manage multiple tasks in a fast-paced environment

Qualifications & Skills:

- Associate's or Bachelor's degree in Accounting, Finance, or related field (or currently pursuing)
- Basic experience or coursework in QuickBooks preferred; familiarity with Class tracking a plus
- Working knowledge of Microsoft Excel (spreadsheets, basic formulas)
- Strong attention to detail and organizational skills
- Ability to work well under pressure and meet deadlines
- Willingness to learn and take direction
- High level of integrity and professionalism

Preferred (Not Required):

- Internship, volunteer, or part-time experience in accounting or bookkeeping
- Exposure to nonprofit or fund accounting

Core Competencies:

- Accuracy and reliability
- Confidentiality and trustworthiness
- Time management and follow-through
- Openness to learning and feedback
- Team-oriented mindset

Work Environment:

- Office-based environment with standard business hours; occasional overtime may be required during month-end, audit periods, or grant reporting deadlines
- Fast-paced nonprofit setting with multiple programs and funding sources
- Collaborative team environment; direct interaction with Finance Director and other staff
- Requires focus, organization, and ability to maintain confidentiality in handling sensitive financial and donor information
- At times, must be able to lift up to 40lbs

The above statements are intended to describe the general nature of work being performed by those assigned to this position. They are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel in the position. All personnel may be required to perform duties outside of their normal responsibilities, including flexibility in work hours and location.