



OPERATION GRATITUDE Position Description

JOB TITLE:	Senior Accountant
DEPARTMENT:	Finance and Accounting
REPORTS TO:	Director, Finance and Accounting
LOCATION:	Primarily Chatsworth, CA Headquarters

MISSION + VISION:

Mission: Our mission is to honor the service of our military and first responders by creating opportunities to say thank you

Vision: We are focused on a future where all who serve believe the American people care

THE OPPORTUNITY:

The Senior Accountant is responsible for recording accounting transactions into the general ledger and reconciling the general ledger to the subsidiary ledgers/source systems. In addition, the Senior Accountant is directly involved in the day-to-day finance operations, including accounts payable, accounts receivable, in-kind contributions received, and the donation of the Organization's assembled care packages. In addition, the Senior Accountant works with the Data Entry Coordinator and is the back-up to support the donor acknowledgment process.

KEY RESPONSIBILITIES:

- Process payroll transactions, bank and credit card transactions, and monthly accruals into the QuickBooks accounting system
- Partner with and provide accounting support to the Development team, including invoicing corporate customers for pledged donations and processing invoice
- Partner with and provide accounting support to the Operations team to ensure that donations of goods to Operation Gratitude are properly valued and recorded in the accounting records
- Partner with the Operations department to account for the creation of Assembled Care Packages and determine that values and quantities are accurate
- Partner with the Operations and Programs department to record the shipment (donation by Operation Gratitude) of Assembled Care Packages and reconcile the shipments/donations in QuickBooks to the Inventory Management System
- Reconcile the Accounting inventory values and quantities to the Inventory Management system
- Process or assist in the generation of Accounts Receivable invoices and process payments timely and accurately
- Process or assist in the recording of Accounts Payable bills and process payments timely and accurately
- Costing of the Organization's assembly events and break-even analysis
- Assist in the preparation of year-end audit schedules and information requests

KEY REQUIREMENTS:

- Strong business and nonprofit understanding
- Experience with QuickBooks or similar accounting software
- Ability to determine the information needed to record and document accounting transactions properly
- Experience in accounting for in-kind contributions
- Strong Excel and spreadsheet skills
- Ability to prioritize work tasks in a remote fast-paced environment
- Outstanding written and oral communication skills

QUALIFICATIONS:

- Bachelor's degree in Business Administration, Accounting
- Knowledge of Generally Accepted Accounting Principles (GAAP) and internal control requirements
- Excellent communication and presentation skills
- Proactive, team-oriented, highly organized, and detail-oriented

SALARY RANGE IS HIGHLY COMPETITIVE (\$70,000 to \$80,000 DOE) AND COMMENSURATE WITH QUALIFICATIONS AND EXPERIENCE. A comprehensive benefits package will be offered.

Location: Primarily Chatsworth, CA Headquarters

Operation Gratitude is an equal opportunity employer

For more information about Operation Gratitude, please visit www.operationgratitude.com

To apply, please email your resume and cover letter to resumes@operationgratitude.com