



OPERATION GRATITUDE
Position
Hybrid/Chatsworth, CA

JOB TITLE: Procurement Specialist & Cost Accountant
DEPARTMENT: Finance & Accounting
REPORTS TO: Director, Finance & Accounting
LOCATION: Hybrid – Los Angeles County, CA

MISSION + VISION:

Mission: Our mission is to honor the service of our military and first responders by creating opportunities to express gratitude

Vision: We envision a future where all who serve believe the American people care

THE OPPORTUNITY:

Reporting to the Director, Finance & Accounting, the Procurement Specialist & Cost Accountant will be primarily responsible for handling all purchases. This position will also analyze the specific requirements to produce Care Packages on a timely basis. Will maintain visibility of current inventory to meet requirements, ensure donated goods are properly received into inventory and allocated against requirements, and recommend in-kind product donation targets for the Development team to meet future demand. Additionally, this position will work as the organization's cost accountant, recording accounting transactions by event into the general ledger

KEY RESPONSIBILITIES:

- Support Operation Gratitude's mission by
 - Work across various departments to manage our purchasing function for the entire organization
 - Purchase required inventory, supplies and equipment for the organization and prepare the budget for these purchases
 - Forecasting what in-kind items are needed for the Care Packages in a timely manner along with quantities needed so development can reach out to donors in a reasonable timeframe
 - Determine costs of the organization's processes and events and develop standard costs for forecasting and budgeting
 - Partner with the Warehouse Operations team to manage inventory cycle counts, ensuring they are completed timely, manage the verification of discrepancies and ensure alignment on quantities before adjustments are made in the accounting system
 - Fully understand key planning parameters (minimum order quantity requirements, corporate donor requirements, shipping requirements, manufacturing lead-time, transportation lead-time, supply reliability, demand variability, product expiration dates, etc.) to develop an accurate picture to meet demand

- Identify demand forecast risks and recommend effective mitigation plans to Senior Management
- Manage inventory cycle counts, ensure they are completed timely, manage verification of discrepancies, and ensure alignment on quantity before adjustments are made in the accounting system
- Adhere to organization practices, policies, and procedures, along with applicable federal, state, and local laws, and business practices as prescribed by your supervisor
- Perform all other duties as assigned by your supervisor or senior management
- Costing of the organization's assembly events and break-even analysis
- Assist in the preparation of year-end audit schedules and information requests

QUALIFICATIONS & EXPERIENCE:

- Bachelor's Degree Accounting, Finance, or Business Administration
- Knowledge of Generally Accepted Accounting Principles (GAAP) and internal control 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

Desired Qualifications

- Proactive, team-oriented, highly organized, and detail-oriented
- Excellent communication and presentation skills
- Ability to obtain base access without the need of an escort

PROFESSIONAL LEVEL: Full-time, Exempt

SALARY RANGE IS HIGHLY COMPETITIVE \$60,000 to \$75,000 DOE AND COMMENSURATE WITH QUALIFICATIONS AND EXPERIENCE

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