



Organization: Food Forward, Inc - a 501 (c)(3) non-profit

Position: Accounting and Human Resources Administrative Assistant

Hours: Full-time

Location: North Hollywood, CA

Organizational Overview: Food Forward's mission is to fight hunger and prevent food waste by rescuing fresh surplus produce, connecting this abundance with people in need and inspiring others to do the same. Fruits and vegetables are rescued from backyard fruit trees, orchards, farmers markets, and the downtown Los Angeles Wholesale Produce Market. In the last 9 years, Food Forward's programs have rescued over 50 million pounds (more than 200 million servings) of fresh produce, preventing nearly 19,000 metric tons of carbon equivalent from polluting the atmosphere. With a small staff, hundreds of community partners, and the power of 7,000+ volunteers, we will help over 1.75 million Southern Californians experiencing food insecurity this year. *See our core values posted below.

Position Overview: The Accounting and HR Admin Assistant will report to the Finance & HR Manager. The ideal candidate will be able to work in a fast paced environment and have the ability to juggle and prioritize various HR and Accounting tasks while paying strict attention to detail and meeting tight deadlines. The individual will work cross-departmentally providing guidance and support to all staff in the areas of HR & Accounting.

Core Responsibilities:

Accounting

- Responsible for full cycle bookkeeping; from data entry to report generation and analysis
- Payroll, PTO, and sick pay entry, reconciliation, and reporting
- Responsible for staff expense and reimbursement tracking and reporting
- All aspects A/P and A/R
- Preparation of monthly financial reports (P&L, Balance Sheet, Cash Flow & Programmatic P&L's) in an accurate and timely manner
- Ad hoc reporting
- Assist Finance and HR Manager with the annual audit process, liaise with external auditors and assess any changes necessary.
- Support Finance and HR Manager with the annual budgeting and planning process
- Assist with a robust contracts management and financial management reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Administrative duties as needed

Human Resources and Administration

- Further development of Food Forward's human resources and administration system including but limited to professional development and wellness program, and employee relations
- Standardize and improve current recruiting processes to ensure diversity and value alignment
- Manage the onboarding /exit process from start to finish
- Research current and trending HR policies and systems
- Manage Payroll and PTO requests and trackings
- Work closely and transparently with all external partners including third-party vendors and consultants
- Manage and assist with "Confetti Committee"; our team building and staff event committee
- Other HR issues as they arise
- Implement Food Forward's IIPP and Risk Management program
- Maintain records of Incident reports and safety management
- Collaborate with the facilities supervisor in maintaining staff safety
- Manage employee benefits program
- State and Federal regulation compliance
- Ensure Food Forward's culture and values remain consistent in the face of changing policies

MINIMUM REQUIREMENTS:

- Embody Food Forward core values* (link to values)
- 1 to 2 years of bookkeeping experience, QuickBooks knowledge is a plus
- Extremely organized with excellent attention to detail
- Ability to use sound judgment, discretion and maintain confidentiality
- Strong interpersonal and people skills
- 1-year experience in a fast-paced environment -- non-profit or start-up desired
- A passion for food justice and community building
- Strong written and verbal communication skills
- A supportive co-worker who can work individually or collaboratively
- A valid CA driver's license
- Able to lift 40-60 lbs
- Conflict management skills
- Ability to be assertive as needed working with a variety of personalities while remaining approachable
- Ability to foresee and deter/deescalate strife and conflict
- Intermediate experience using Office, especially Excel, and G Suite

Hours: Full Time, non-exempt position

Compensation: \$15-\$18 an hour, d.o.e.

Benefits:

- Medical, Vision, and Life Insurance coverage
- Simple IRA with 3% employer matching (after one year of employment)
- Generous Sick Days, Paid-Time-Off, and Holiday allocation
- Cell phone allowance

- Telecommuting and Work flexibility

How to Apply: Send a cover letter in the body of the email including 1) Where did you discover this listing, and 2) If you were a fruit or vegetable what would you be and why? Please attach your resume as a PDF and send to career@foodforward.org.

The subject line should read, Accounting & HR Admin Assistant – (Your Name). No phone calls, please. Please follow these instructions to ensure that we process your application.

Food Forward strongly encourages people of color, women, l/g/b/t/q individuals, those with disabilities, and those with protected class backgrounds to apply.

***Food Forward Core Values:**

- Creativity – We seek to innovate in all facets of our work.
- Joyfulness – We cultivate a meaningful, fun, positive and spirited work environment.
- Committed to Food Justice – We believe that access to wholesome food, and fresh nutritious produce, is not a privilege, but a right. We work hard to end food inequality and reduce food insecurity.
- Authenticity – We are transparent and honest in our words, deeds, and actions. We act at the highest level of integrity.
- Disciplined – We are reliable, professional, accountable, rigorous and committed to excellence in all areas of our work, both internally and externally.
- Community-minded – We aim to include and connect people in the community, and to remain open, diverse, respectful, and accessible. We take pride in offering people meaningful volunteer and work experiences.