

## **Los Angeles Mission, Inc.**

### **Job Description**

**Job Title:** Accounting Associate  
**Department:** Accounting  
**Reports To:** Senior Accountant  
**FLSA Status:** Regular, Full Time, Non-Exempt  
**Prepared By:** Human Resources Department  
**Prepared Date:** Revised September 2019

#### **SUMMARY:**

Demonstrates Christ-like behavior and attitude in all job duties and responsibilities. Under general supervision and following instructions and procedures which are well defined but which may require the exercise of some judgment in application, performs clerical duties and scope in support of the accounting function. Computes, classifies, records and verifies numerical data for use in maintaining accounting records by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties maybe assigned from time-to-time.

#### **Payroll**

- On payroll week – Coordinates payroll by ensuring:
  - All Staff Members have completed and approved their timesheets.
  - All Managers have completed and approved the timesheets of their employees.
- Monitor all changes and correspondence from HR department and make sure updates are being done in payroll system.
- Update employee payroll deductions as to benevolence loans, wage garnishments, 401K deferral.
- On payroll week – Upon receipt of Payroll documents:
  - Prepare payroll journal entries.
  - Develop, manage and maintain comprehensive payroll records and filling systems.
- Maintain and organize employees' individual files.
- Prepare payroll bank account reconciliation.
- Reconciles benefits billing and payroll deductions.

#### **Gift in Kind**

- Review the valuation/pricing calculated by the GIK Department of each GIK receipt.
- Research FMV (Fair Market Value) of GIK donated items through the internet.
- Review & audit gift in kind inventory tracking and valuation.
- Prepare year-end warehouse inventory schedule.

#### **Mail Processing/Cash Receipts**

- Manages outgoing and incoming mails. Sorts and distributes incoming mails.
- Receives cash/checks donations and offerings.
- Prepares weekly bank deposits.
- Helps the Staff Accountant scan check deposits through US Bank On-Site Electronic Deposit system during busy season.
- Prepares journal entries.

**FHL Bank and Occupancy**

- Review and verify monthly that all the required documentations from 303 5<sup>th</sup> Street and the Anne Douglas Center are on file in compliance with the FHL Bank requirements.
- Ensure that occupancy fees are forwarded by the Ministry to Accounting Dept. no later than the 15<sup>th</sup> of each month.
- Reconciles occupancy fees every month.

**Other Responsibilities**

- Co-ordinate the ordering of office supplies in the accounting department.
- Co-ordinate other departments' office supplies requisitions.
- Manages shipping packages using our FedEx account.
- Manages employees company credit cards including statements and journal entries.
- Perform special projects as assigned by the Senior Accountant and Accounting Manager.

**Backup Responsibilities**

- Reconcile or research inquiries relating to Accounts Payables.
- Enter approved invoices into the accounts payable system.
- Print Accounts Payable checks.
- Enter material requisitions received into accounting system and generate purchase orders for approval by the CFO.
- Perform weekly trip to the bank to deposit cash receipts encash petty cash replenishment checks.
- Record daily cash receipts on the Control Sheet and reconcile it with the Daily Bank Deposit.
- Deposits checks electronically.
- Process credit card donations through designated computer.
- Prepares cash receipts journal entries.
- Weekly trip to the bank to deposit cash receipts and coins. Petty cash replenishment checks and miscellaneous withdrawal checks.

**SUPERVISORY RESPONSIBILITIES:**

NONE

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

One-year certificate from college or technical school, or three to six months related experience and/or training, or equivalent combination of education and experience.

**TECHNOLOGY SKILLS:**

Computer literacy is required. Must be able to operate Microsoft Word, Microsoft Outlook, and internet-based applications like Paychex Flex Employee/Manager Self Service Portal and Outlook Web Access with ease. Other business software may be deployed related to job functions.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**LOS ANGELES MISSION EVENTS:**

All Mission employees are required to work the four (4) yearly Mission street events; Good Friday, Summer Block Party, Thanksgiving and Christmas, if/as scheduled. Accommodations will be made if necessary. Exceptions must be approved by a member of the ELT and Special Assistant to the President.

**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. While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to stand, walk, and talk, or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include distance vision, color vision and peripheral vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Pleasant working environment; maybe exposed to dust or cold occasionally. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.**

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Employee Signature

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Date

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Employee Name (please print)

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Date

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Approval

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Date