



**OPERATION GRATITUDE**  
**Position Description**  
**Hybrid, Chatsworth, CA**

**JOB TITLE:** Staff Accountant  
**DEPARTMENT:** Finance & Accounting  
**REPORTS TO:** Director, Finance & Accounting  
**LOCATION:** Hybrid/Chatsworth, CA Headquarters

**MISSION + VISION:**

**Mission:** Our mission is to say thank you to our Military and First Responder communities and honor their service by creating opportunities for all Americans to express gratitude.

**Vision:** All who serve believe the American people care.

**THE OPPORTUNITY:**

Reporting to the Director of Finance & Accounting, the Staff Accountant will primarily be responsible for recording accounting transactions into the general ledger and reconciling the general ledger to the subsidiary ledgers/source systems. In addition, the Staff 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. The Staff Accountant works with the departments outside of Finance, providing accounting support and ensuring that transactions are properly recorded in the accounting records.

**KEY RESPONSIBILITIES:**

- Process payroll transactions, bank and credit card transactions, and monthly accruals into the NetSuite accounting system.
- Partner with and provide accounting support to the Development team, including invoicing corporate customers for pledged donations and processing invoice payments. Manage the McKesson purchase orders and bills for the purchase of care-kit items used in the organization's corporate engagement events.
- 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.
- Make bank deposits and record the deposit in NetSuite.

- Distribute employee credit card statements and obtain credit card receipts, agree the receipts to the statement and record the transaction in Net Suite.
- Process or assist in generating Accounts Receivable invoices and processing invoice payments timely and accurately.
- Process or assist in recording Accounts Payable bills and processing payments timely and accurately.
- Assist in the preparation of year-end audit schedules and information requests.
- Communicate effectively and frequently across the organization to ensure a comprehensive and collective understanding of and requisite support for programs assigned.
- Adhere to organization practices, policies, and procedures, along with applicable federal, state, and local laws and business practices as prescribed by your supervisor.
- Participate in on-site and off-site events, conferences, meetings, and other engagements; be prepared to participate in person and/or by phone, online meetings, video teleconferences, etc.

#### **KEY REQUIREMENTS AND EXPERIENCE:**

- Strong business and nonprofit understanding
- Experience with NetSuite is a plus or similar accounting/ERP 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

**PROFESSIONAL LEVEL:** Full-time, Exempt

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Operation Gratitude is an equal-opportunity employer.

For more information about Operation Gratitude, please visit [www.operationgratitude.com](http://www.operationgratitude.com).

To apply, please email your resume and cover letter to [resumes@operationgratitude.com](mailto:resumes@operationgratitude.com)