

**Inventory and Accounting Clerk
Irvine, CA**

About International Sanctuary:

International Sanctuary empowers women and girls escaping human trafficking to embrace their true identity and worth. Since 2007, International Sanctuary has helped young women rebuild their lives through employment and education opportunities. Survivors work within the social enterprise, PURPOSE Jewelry, producing handmade jewelry, managing inventory, and fulfilling orders. Through education, survivors attain personal and professional goals. International Sanctuary exists to empower survivors of trafficking to embrace their true identity and worth.

Position Description

Reporting to the Finance Manager, the Inventory and Accounting Clerk is accountable for the proper maintenance of all inventory levels and transactions. The creation of inventory transactions includes posting warehouse transfer information and sales data from appropriate accounting software to the inventory management system. The Inventory and Accounting Clerk also reconciles all inventory transactions to ensure accuracy and investigates any discrepancies. In addition, the Inventory and Accounting Clerk, ensures that Jitasa bookkeeping service receives all necessary documents, processes cash and deposits, and performs other general administrative activities as necessary to support Sanctuary Support Center Team.

Responsibilities

Inventory Management:

- Monitors and maintains current inventory levels; Processes purchasing orders as required; tracks orders and investigates problems.
- Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports.
- Receives, unpacks, and delivers goods; re-stocks items as necessary; labels shelves.
- Using inventory management system, transfers inventory into appropriate warehouse: from initial quality control, to plating out, to plating in and final quality control, to ready for sale and damaged out
- Assists in the proper organization of jewelry stock room
- Processes and documents returns as required following established procedures
- May lead, guide, and train staff/student employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.
- Performs miscellaneous job-related duties as assigned

Accounts Receivable:

- Prepares and submits all event customer reconciliations
- Issue wholesale invoices and apply payments

- Prepares and coordinates deposit activities
- Performs all necessary account reconciliations
- Maintains all inventory warehouse levels for accuracy
- Tracks each event and order from Order to Ship

General Accounting:

- Scan/send documents and reports to Jitasa, our outsourced bookkeeping service
- Instruct employees, according to defined policies and procedures, on how to use Gusto to update their demographic information for payroll and Expensify to submit reimbursement and advance requests
- Purchase supplies and equipment as authorized by management
- Monitor office supply levels and reorder as necessary
- Tag and monitor fixed assets
- Record cash receipts and make bank deposits
- Maintain the petty cash fund
- Maintain an orderly accounting filing system
- Provide clerical and administrative support to management as requested, including data entry, answering telephones, and assisting customers.

Qualifications:

- *Passion for Serving.* A deep passion for not only for the customers and accounts that purpose PURPOSE Jewelry, but also for the mission of the organization – to empower survivors of trafficking to embrace their true identity and worth.
- *Technical Skills.* Has strong skills with software programs including Microsoft Excel, Word, and has high level of computer acumen. iSanctuary currently uses Shopify and Square as our sales systems, StitchLabs as our Inventory Management System and Quickbooks Online as our accounting software. Experience is not required but welcomed.
- *Attention to Details and Security.* An understanding of the nature of our organization and our need to maintain a high level of intellectual and personal security and total financial stewardship.

Education Requirements: The Inventory and Accounting Clerk should have or be pursuing a Bachelor's Degree in Accounting or Business Administration, or an equivalent business experience and 1+ years of bookkeeping and/or inventory management experience. Preference will be given to candidates with the Certified Public Accountant or Certified Management Accountant designations.

Reports To: Finance Manager

Time Commitment: 40 hours per week, temp to hire



Please submit resumes to Susan Cramm at susan@isanctuary.org