



Title: Part Time Accounting Manager

Supervisor: Operations Director

Purpose: To manage the day to day operations of the accounting department and analysis of financial reports or statements.

Hours: Approximately 15 hours per week, schedule to be defined based on applicant availability and needs of organization. Two days will be set to be Monday, Wednesday or Thursday.

Kids' Food Basket is empowering communities to attack childhood hunger so that young people can learn and live. We began nearly 15 years ago by serving 125 kids each school day through our Sack Supper program, and now serve thousands of kids each school/summer program day throughout Grand Rapids, Muskegon and Holland. Sack Suppers are evening meals that provide nutrition that's critical to the development of kids' brains and bodies. Our organizational strategic areas focus on local growth and West Michigan growth, our Kids Helping Kids program, diversity and inclusion initiatives, and our community engagement programming.

Kids' Food Basket is an equal opportunity employer. Our policy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, creed, ethnicity, gender/gender identity, sexual orientation, religious belief, sex, national origin, age, ancestry, qualifying disability, height, weight, marital status, veteran status or genetics. In addition to federal law requirements, Kids' Food Basket complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities.

Position Responsibilities:

- Regular oversight of the accounts receivable process led by Data Entry Coordinator
- Monthly reconciliation of pledge balances and donations.
- Participate in preparing month-end and fiscal year-end closing reports. Review bank reconciliations and deposits.
- Prepare monthly reports for management use
- Assist in aspects of budget preparation, with special attention to income
- Trained in all functions of Staff Accountant with ability to serve as back up
- Prepare schedules, reports and analysis as needed by auditors. Assist with preparation of annual audit reports and tax returns. Lead Temporarily Restricted Net Assets and Statement of Functional Expense Allocations.
- Project based as needed to include cash flow projections, pro forma and others.
- Perform other duties as assigned

Supervisory Role: No

Exempt or Non-Exempt: This position is non-exempt status, and is eligible to receive overtime pay compensation above 40 hours in one work week.

This is a new position that will be evaluated at the one year mark.

Physical Activities:

- Climbing - Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like using feet and legs and /or hands and arms.
- Standing- Particularly for sustained periods of time.
- Hearing - Perceiving the nature of sounds at normal speaking levels with or without
- Light work- Exerting up to 20 pounds of force occasionally, and /or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

Qualifications:

- More than 3 years of experience in accounting with at least one year at manager level.
- Bachelor's degree in accounting or finance, CPA designation preferred.
- Experience working in nonprofit accounting required, nonprofit accounting audit experience preferred.
- Demonstrate the ability to solve problems, analyze systems and data, and make suggestions for improvement.
- Computer literacy including; QuickBooks or other accounting software, MS Outlook, Word, Excel, and Power Point, as well as a strong knowledge of internet
- Strong interpersonal skills and the ability to work with diverse people and community groups
- Self-motivated and well-organized with the ability to work independently and efficiently resources
- Organized with the ability to work in a fast paced, ever changing work environment.
- Supervision of employees preferred.
- Can work independently as well as collaboratively.

Location: Kids' Food Basket has administrative offices at our Grand Rapids, Holland and Muskegon locations. Home base for this position will be in Grand Rapids, with occasional travel to the other offices.

Pay rate: To commensurate with experience

All Interested candidates: please include resume and cover letter. Additionally please send detail on technology programs used at each job listed on resume, which could include accounting software, donor databases or other relevant programs. All documents should be emailed to [hiring@kidsfoodbasket.org](mailto: hiring@kidsfoodbasket.org)

Please respond no later than August 24, 2018

NO CALLS PLEASE

Applicants will be reviewed on a rolling basis.