



Title: Accounting Manager

Supervisor: Senior Director of Finance and Administration

Purpose: To manage the day to day operations of the accounting department and lead projects within the department.

Hours: 80-100% FTE, Normal business hours with opportunity for flexible schedule.

Kids' Food Basket is empowering communities to attack childhood hunger so that young people can learn and live. We began nearly 18 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:

Department Leadership

- Lead team of accounting professionals with direct supervision.
- Oversee organizational goal implementation within accounting and finance.
- Oversee internal control policies and processes.

Day to Day Oversight

- Regular oversight of the accounts receivable, accounts payable and payroll processes.
- Monthly reconciliation of pledge balances and donations.
- Participate in preparing month-end and fiscal year-end closing reports.
- Provide accounting oversight of donation intake automation system.
- Charitable grant budgets and reporting.
- Review bank reconciliations and deposits.
- Prepare monthly reports for management use.
- Trained in all functions of accounting with ability to serve as back up.
- Bi-weekly payroll submission.

Project Management

- Co-lead selection and implementation of new accounting software system.
- Lead budget preparation throughout organization.

- Lead annual independent audit including prepare schedules, reports and analysis as needed by auditors. Assist with preparation of annual audit reports and tax returns.
- Project based as needed to include cash flow projections, pro forma and others.

Physical and General Requirements:

- Ability to type and work with fingers.
- Ability to communicate by talking and listening.
- Ability to exert up to 20 pounds of force occasionally, and up to 10 of force frequently, and to consistently be able to move objects with negligible force.
- Required to have the close visual acuity to prepare and analyze documents and data, as well as the ability to work on a computer.
- Perform other duties as assigned

Supervisory Role: Yes

Exempt or Non-Exempt: This position an exempt position

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.
- Computer literacy including accounting software, MS Outlook, Word, Excel, and Power Point, as well as a strong knowledge of internet. Experience with Financial Edge by Blackbaud or Intacct by Sage, highly preferred.
- Experience supervising part-time or full-time staff.
- Experience with project management including implementing new systems or software.
- Strong interpersonal skills and the ability to work with diverse people and community groups.
- Organized with the ability to work in a fast-paced work environment.
- Demonstrate the ability to solve problems, analyze systems and data, and make suggestions for improvement.
- 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, cover letter and salary requirements. 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 September 22, 2020

NO CALLS PLEASE

Applicants will be reviewed on a rolling basis.