



Business Manager

SUMMARY

Manages and coordinates the business operations of the organization. Responsibility for multiple sub-units and functions. Oversees such activities as budget preparation and control, bookkeeping, grant accounting/reimbursements, donor management systems.

KEY DUTIES & RESPONSIBILITIES

Bookkeeping / Financial

- Maintain records of financial transactions by establishing accounts; posting transactions; ensure legal requirements compliance per GAAP.
- Coordinates, designs, and implements internal financial reporting systems, financial controls, and management information systems.
- Maintain and balance accounts by verifying, allocating, posting transactions, and reconciling entries.
- Prepare financial reports by collecting, analyzing, and summarizing account information and trends.
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Maintain historical records by filing receipts, documents, invoices, etc.
- Prepare annual budget for review by CEO, CISO, and Board of Directors.

Accounts Payable

- Pay Bills
- Ensure accurate tracking and accountability of expenses by business unit / functions.

Compliance

- File annual reports with government agencies
- Provide accountant with information and financials for 990 taxes
- Provide auditors financial and general information as needed

Donor Management

- Process checks and cash by logging information into donor management system and preparing checks and cash for deposit
- Prepare and send confirmation letters and yearly tax receipts to donors

Grant Reimbursement

- Execute monthly grant reimbursements

Data Analyst

Provide data analytics to CEO / CISO for decision-making



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QUALIFICATIONS AND SKILLS

Education / Experience

- Bachelor's degree in Accounting, Finance, or related field
- 3-5 years relevant experience working in accounting and bookkeeping. Nonprofit accounting preferred
- Experience with accounts payable, accounts receivable, payroll, and general ledger and thorough knowledge and understanding of GAAP

Requirements

- U.S. work authorization required
- Pass a drug and criminal background test

Knowledge, Skills, and Abilities

- Knowledge of cash management principles and/or procedures
- Experience and expertise with QuickBooks.
- Ability to quantify and illustrate complex financial reports, comparisons, impacts, and/or projections.
- Ability to develop and maintain recordkeeping systems and procedures
- Ability to effectively communicate accounting information, policies, and/or procedures in a manner easily understood by staff, board, and other stakeholders
- High degree of accuracy and attention to detail
- Excellent communication and interpersonal skills; and problem solving, organization, and team-building skills
- Act with integrity and honesty

Technical

- Proficiency in QuickBooks Desktop and/or Online
- Proficiency in Windows, Microsoft Word, Excel, and Outlook

Compensation and Benefits

Status: Full-Time, Salary

Salary: Competitive – Based upon education and experience

Location: Buckley, WA. Some virtual/telecommuting available

Benefits

- 401k
- Unlimited PTO
- Holiday Pay

To apply

Send your resume with a cover letter to info@bonneylakefoodbank.org