



Position Description

Position Title:	Manager of Accounting	Direct Reports:	Accounting Specialist; Accounting Assistant;
Department:	Finance and Administration	Classification:	Exempt
Location:	Kent County	Position Status:	Full Time
Reports To:	Director of Finance and Information Technology	Approved Date:	
		Revision Date:	

Position Summary:

The Manager of Accounting leads the finance operations including oversight of the accounts receivable, accounts payable, and payroll processes. Responsible for monthly financial reports, annual budget process and independent financial audits.

Organizational Values:

Kids' Food Basket believes all children have a right to equitable, consistent access to the nutrition they need to grow.

Since its inception in 2002, Kids' Food Basket has grown from serving 125 students in Kent County to serving thousands of children daily across four counties (Kent, Muskegon, Ottawa, and Allegan) with healthy nourishing meals through our flagship Sack Supper program and other community-driven meal provision programming.

In addition, over the past two decades, Kids' Food Basket has also increased healthy food access for our communities through the growth and distribution of sustainably grown vegetables and fruits on our chemical-free, sustainable farms. Nourishing healthier generations of children is at the core of Kids' Food Basket's mission and is what we strive for daily through our five commitments:

- We **Nourish** our future by providing ready to eat healthy food on a daily basis to children in need,
- We **Grow** by increasing healthy food access for our communities through the growth and distribution of sustainably grown vegetables and fruit,
- Our community **Learns** through the use of our facilities and farmland as classrooms to foster learning and empowerment across economic barriers,
- We **Engage** our diverse community to work for Good Food for all,
- We **Advocate** for systems change by educating our community and legislators about our work, while supporting efforts that improve systems and empower families to break down the cycle of poverty and hunger.

Job Responsibilities:

1. Manages month end tasks including review of bank reconciliations, income classification, general ledger, and sales tax reports.
2. Leads accounts receivable and accounts payable processes.
3. Processes bi-weekly payroll including reviewing pay changes, importing time punches, preparing pay grid, maintaining payroll tracking spreadsheet, generating reports, and importing the summary journal entry.

4. Leads development, planning, and implementation of organization annual budget, including cross-departmental planning to inform revenue and expense projections.
5. Leads and manages finance team.
6. Leads and coordinates independent financial audits including planning, preparation, and audit fieldwork in conjunction with the external audit team.
7. Leads and coordinates annual filing of 990 tax return.
8. Manages grant reporting including specialized budgets, finance narratives, tracking, and reporting.
9. Manages financial reporting which includes preparing financial statements and analyzing data.
10. Supports Director of Finance and Information Technology in leading the Finance Committee, including planning the agenda, creating materials, recording meeting minutes, and facilitating discussion.
11. Completes department projects.
12. Travels to regional locations as needed.
13. Other duties as assigned.

Supervision Received:

Limited Direction: Works from overall policies, goals, and budgetary limits. Virtually self-supervising with direct accountability for final results.

Supervisory Responsibilities:

Primary supervision: Determines work assignments, priorities, and procedures for team members. Responsible for assigning, scheduling, and ensuring the quality and quantity of work. Approve time off and schedule adjustments. Provides training and coaching. Contributes to interview process and makes hiring decisions in collaboration with the department Director. Provides performance feedback to team members and is responsible for issuing formal discipline in conjunction with human resources. Makes compensation and termination recommendations.

Education & Experience:

1. Bachelor's degree required.
2. Six (6) or more years of relevant experience.
3. One (1) or more years of supervisory experience
4. CPA or CMA designation preferred.

Other Knowledge, Skills & Abilities:

1. Proficient in Microsoft Office Suite, with emphasis on Excel.
2. Experience with Microsoft Business Central strongly preferred, or similar fund accounting software.
3. Familiarity with donor database systems (Raiser's Edge experience preferred)
4. Experience with payroll software (Paylocity experience preferred).
5. Experience building, interpreting, and managing budgets and financial forecasting.
6. Knowledge of Generally Accepted Accounting Principles (GAAP) and IRS forms applicable to nonprofits.
7. Strong 10-key skills.
8. Excellent written and verbal communication skills.
9. Strong organizational skills, excellent attention to detail, strong attention to follow through.
10. Ability to solve problems, analyze systems and data, and make suggestions for improvement.
11. Ability to handle confidential financial information.
12. A sense of optimism and an assets-based way of viewing people and situations.
13. Ability to effectively interact with a diverse population from a variety of ethnic and socioeconomic backgrounds.
14. Have a desire to develop a basic understanding of hunger and poverty issues in West Michigan.

Physical Requirements:

Average Daily Physical Requirements	None	On Occasion	Less than 2 hours	2 to 5 hours	More than 5 hours
Work in stationary position					X
Move about work area		X			
Use hands/fingers to handle or feel					X
Reach with hands and arms		X			
Ascend/Descend (stairs/ladder/etc.)		X			
Bend, stoop, kneel, crouch, or crawl		X			
Communicate with various parties					X
Detect flavors or smells	X				
Ability to push, pull, and lift up to 30 pounds		X			
Visual acuity					X
Read and understand written word					X
Drive/Travel		X			
Operate computer and general office machines					X
Operate Machines:	X				
Other:					

Environmental Conditions:

Average Daily Environmental Conditions	None	On Occasion	Less than 2 hours	2 to 5 hours	More than 5 hours
Normal office environment: No exposure to extreme heat, cold, noise or chemicals or hazardous equipment.					X
Warehouse environment: Exposure to dust, warehouse equipment, varied temperatures, and noise.		X			
Farm: Regular and continuous exposure to outside elements such as weather, animals, insects, etc.		X			
Travel: Limited exposure to outside elements.		X			
Other:					

Benefits:

Kids' Food Basket offers a competitive benefit package including a generous PTO policy with 4 weeks in the first year of employment, family leave, matching 401(k), health, life, and short-term disability insurance, all in a leading edge and flexible working environment.

To be considered for the position, please send your cover letter, resume, and compensation requirements to humanresources@kidsfoodbasket.org

Applications will be accepted and reviewed on a rolling basis.

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. The Company reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the Company's at will employment status.

Employee Signature: _____ Date: _____