



BUSINESS MANAGER (Accounting/Bookkeeping)

JOB POSTING

The Manna Food Project is hiring a full-time experienced Business Manager (accounting/bookkeeping). This individual should have advanced knowledge in accounting and/or bookkeeping, payroll, and office operations. This position requires the ability to adapt and work with multiple software platforms including but not limited to cloud-based programs, spreadsheets, and databases. The individual we are looking for needs to be detail-oriented and have a high degree of accuracy. The Business Manager should be able to help improve the daily office operations and procedures while fulfilling the mission to feed the hungry throughout the north.

Qualifications:

- Associate degree in accounting or business administration, or equivalent business or non-profit operations experience
- Advanced experience in QuickBooks and Excel required
- A basic understanding of non-profit business operations
- Excellent written and verbal communication skills
- Ability to understand financial data, processes, and procedures
- Position will be sitting for long periods of time
- Perform job responsibilities in an efficient and timely fashion
- Friendly and customer service oriented

Please submit a cover letter, resume, and references to Carrie Klingelsmith, Executive Director at cklingelsmith@mannafoodproject.org.

Manna Food Project is an Equal Opportunity Employer.