



## Job Description

JOB TITLE: Business Manager

REPORTS TO: TBD

STATUS: Full-Time Exempt

HOURS: Monday-Friday as scheduled, Weekends as needed

DIRECT REPORTS: Business Support Specialist, Administrative Associate

### PRIMARY FUNCTION:

Support all accounting, business, and financial matters. Manage and process accurate information pertaining to accounts receivable, accounts payable, payroll, inventory, and revenue. Manage fixed assets and process general ledger entries. Assist with preparation of financial statements and reports. Ensure a professional and efficient office environment.

### PRINCIPAL DUTIES & RESPONSIBILITIES:

#### Accounting

- Develop proficiency in financial accounting software and related databases
- Manage accounts payable and receivable activity
- Prepare general ledger entries and assist with financial statement preparation
- Manage fixed assets and associated depreciation schedules
- Assist with budget tracking, and reporting
- Assist with annual financial audit; all other regulatory monitors as needed
- Prepare reports for management, local, state, and federal agencies and organizations
- Assist with tracking and reporting of restricted funds
- Maintain files of contracts, leases, and other legal documents.
- Maintain record storage system according to EIF Policy
- Assist with payroll processing and systems
- Assist with internal controls
- Apply existing and new accounting policies and ensure compliance with rules and regulations

#### Inventory Management

- Prepare and reconcile inventory reports as directed
- Accurately and timely prepare reports and filings for food programs, including but not limited to, Feeding America and IDHS
- Assist with physical inventories and inventory reconciliation

#### Administrative

- Oversee and support all administrative functions, including organizing and monitoring work processes
- Compile cross department information for reporting as needed, including Feeding America required reporting
- Assist with bidding, tracking and processing of capital expenditures
- Assist with bidding, tracking, and maintaining company insurance policies
- Assist in maintaining a professional and efficient office environment
- Serve as a back-up for other office and administrative staff

Other duties and special projects as assigned

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor office environment, temperature-controlled
- Sitting and standing for long periods, walking intermittently
- Using office equipment such as computer, mouse, keyboard, printer

- Ability to stand, walk, sit, use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, stoop kneel, crouch or crawl, talk or hear and taste or smell
- Occasionally lift or move up to 20 pounds
- Use specific vision abilities, including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

#### QUALIFICATIONS:

##### Competencies

- Ability to represent EIF with professional poise and work effectively with a wide range of constituents
- Demonstrates compassion and sensitivity to vulnerable populations
- Knowledge of practices and principles of accounting and business management.
- Microsoft Office proficient using Outlook and Word, highly skilled using Excel
- Excellent organizational, time management and follow-through skills, able to handle multiple tasks
- Strong attention to detail; perfectionist by nature
- Self-directed and results-oriented
- Ability to communicate persuasively and articulately both verbally and in writing

##### Education and Experience:

- Bachelor's degree in Accounting or related field
- Experience in similar position (minimum of two years); non-profit experience is a plus
- Knowledge of practices and principles of accounting and business management.
- MS Office proficient using Outlook and Word, highly skilled using Excel

##### Expected Hours of Work:

This role is considered full-time exempt and is not eligible for overtime. Work schedule is from Monday thru Friday as scheduled with occasional weekend and evening hours.