



Job Description

JOB TITLE: Business & Compliance Manager

REPORTS TO: CFO/CEO

STATUS: Full-Time Exempt

HOURS: Monday-Friday as scheduled, Weekends as needed

PRIMARY FUNCTION:

Support the CFO and CEO in all accounting and financial matters. Accurately process information pertaining to accounts receivable, accounts payable, payroll, inventory, and revenue accounts. Manage fixed assets and process monthly 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 bank account reconciliations
- 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 local, state, and federal agencies
- Maintain system for tracking and reporting restricted funds
- Maintain record storage system according to EIF Policy
- Assist with payroll systems and processing
- Assist with internal controls, apply existing and new accounting policies and ensure compliance with rules and regulations

Inventory Management

- Prepare 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

- Assist with ensuring compliance with fiscal policies and procedures, and contract requirements
- Assist with bidding, tracking, and maintaining company insurance policies
- Assist with fiscal policy revisions
- Maintain files of contracts, leases, and other legal documents
- 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

QUALIFICATIONS:

Skills, Education, Experience and Attributes

- Bachelor's Degree in Accounting
- Experience in similar position (minimum of two years); non-profit experience is a plus
- Knowledge of practices and principles of financial, accounting and business management
- MS Office proficient using Outlook and Word, highly skilled using Excel
- Strong attention to detail; perfectionist by nature
- Strong organizational skills
- Pleasant and professional demeanor
- Strong communication skills, both verbal and written
- A sense of humor