



Position Title: Staff Accountant

Reports to: Executive Director

Status: Full-Time

FSLA Class: Exempt

Apply at <https://ideali.st/68SMAG> by November 8 for a start date of December 16, 2024

Background

Manna on Main Street is a comprehensive hunger relief organization dedicated to providing essential services to individuals and families facing food insecurity. Based in Lansdale, Montgomery County PA. Manna on Main Street operates a food pantry, soup kitchen, and workforce development program, all designed to support and empower people in need. Manna's work is built on a foundation which fosters a diverse, equitable, inclusive organization that increases access, dignity and community.

Job Summary

Manna on Main Street currently has a \$3 million operating budget. Some accounting services are prepared by an outside consulting firm, Your Part Time Controller (YPTC.) The Staff Accountant will report to both the Executive Director and the YPTC Associate.

The primary function of the Staff Accountant is to perform financial services for the organization and support the Executive Director for management and reporting purposes. This includes weekly and monthly accounting functions such as accounts payable and receivable posting, check printing, deposit posting, cash management, payroll processing and human resource administration. Additional responsibilities include preparing staff financial reports, assisting in preparing the annual budget, assisting in preparing for the independent annual audit and maintaining commercial insurance policies. The work is varied and fast-paced, with some flexibility and time management required during the site's busy season, which is September – December. That period includes the annual fundraiser in December.

Essential Functions

1. Enters bills, pays bills and processes checks for mailing.
2. Records W-9 information and prepares 1099s at year-end. Distributes 1099s to recipients and IRS.
3. Reconciles monthly credit card statements and enters statements into QuickBooks. Follows up with all cardholders on accountability for purchases made.
4. Records receipts from donors and revenue producing programs and posts journal entries for those receipts to QuickBooks. Reconciles to Bank.
5. Posts contributions into QuickBooks in coordination with development staff. Reconciles contributions between QuickBooks and DonorPerfect monthly.
6. Conducts banking/cash management, including transfers among accounts to cover payroll and invoices. Makes transfers to Money Market Savings when appropriate.
7. Tracks timesheets and conducts bi-weekly payroll. Ensures the accuracy of all employee wages.

8. Reconciles and prepares bi-weekly payroll journal entry from payroll system printouts. Enters into QuickBooks.
9. Prepares bank account reconciliations for review by YPTC Associate.
10. Performs human resource benefits administration.
11. Prepares staff reports including Statement of Financial Position, Activity and Budget to Actual.
12. Prepares monthly program expense reports for program managers.
13. Assists in preparing information for annual audit conducted by independent accounting firm.
14. Coordinates commercial insurance and Worker's Compensation renewals and required reporting.
15. Carries out other such duties as may be assigned or requested.

Qualifications

Education and Experience

- 4-year college degree in accounting or business-related field, with advanced accounting required.
- Three to five years of accounting and budget related experience.
- Non-profit accounting knowledge preferred.
- Firm understanding and documented experience with Microsoft Office suite applications, online banking, Excel and QuickBooks Online.

Professional and Personal

- Demonstrated ability to solve practical problems, deal with a variety of variables and work independently to meet project deadlines.
- Strong communication and interpersonal skills with the ability to engage and collaborate with individuals from diverse backgrounds and to communicate pleasantly and effectively with supervisor, other staff, and the general public.
- Cultural competency and sensitivity, with a commitment to fostering an inclusive and supportive work environment.
- Strong passion for and commitment to Manna on Main Street's mission* and service to the community.

Working Conditions

- This is an on-site position, Monday through Friday, 8am to 4pm or 9am-5pm
- Travel may be occasionally required for meetings, training sessions and external events

Compensation and Benefits

- Competitive salary and benefits package, including health insurance, retirement plan and opportunities for professional development will be offered to the qualified candidate.
- Fifteen days of Paid Time Off (PTO) and nine paid holidays are provided annually.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all the job responsibilities, duties, skill, or working conditions. In addition, this document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

***Manna's Mission**

Manna on Main Street is committed to ending hunger in the North Penn region by providing food, fulfilling social service and education needs, and conducting community outreach. Through a food pantry and soup kitchen, emergency financial aid, counseling and referrals, and education opportunities, we serve those in need with the hope "that everyone might be fed."