



MANNA

Position Title: Senior Accountant

Employment Category: Full Time

Reports To: Director of Finance

General Description:

MANNA is a nonprofit organization in Philadelphia providing nutrition services to improve health for people with serious illnesses who need nourishment to heal. By providing medically tailored meals and nutrition education, we empower people to improve their health and quality of life.

MANNA is an essential organization and remains open during the COVID-19 pandemic. We are currently following strict safety guidelines to keep employees and volunteers safe. The qualifying candidate for this position will report to the office.

The Senior Accountant will join our Finance Team. The Sr. Accountant is delegated accounting functions within the finance department that include but are not limited to Data Entry, Account Analysis & Credit Card Administration.

Specific duties include:

- Cash Receipts Data Entry
- Accounts Payable Data Entry
- Review program expenses in the General Ledger for miscoded and missing transactions, and recommend correcting Journal Entries as needed
- Perform timely and accurate monthly balance sheet reconciliations including bank reconciliation and revenue reconciliation
- Provide backup support for the payroll function.
- Provide audit support including researching and retrieving supporting documentation
- Provide budget support
- Liaison between the finance department & contract billing
- Manage, analyze, and coordinate credit card activity
- Apply proper back-up documentation for federally funded monthly invoices



- Complete all other duties as assigned

Qualifications and Experience:

- Bachelor's degree in Accounting
- Minimum of 5 years general accounting experience
- Excellent verbal and interpersonal communication skills. Ability to interact with all levels of staff.
- Advanced proficiency in Microsoft Excel is essential, intermediate knowledge of Word recommended
- Ability to follow established protocols
- Ability to work independently
- Ability to take initiative and accept ownership and responsibility for assigned projects
- Ability to establish priorities, coordinate work activities, plan and meet deadlines in a fast-paced environment
- Ability to complete projects with accuracy and attention to detail

Salary:

Compensation is proportionate with candidate's skills and experience.
Annual salary range is \$58,000 - \$62,500

To apply for the position, please send a cover letter with your resume to:

Rich Curtis
Director of Finance
rcurtis@mannapa.org