



**POSITION:** Accounting Clerk

**REPORTS TO:** Director of Finance

**POSITION TYPE:** Full-Time Non-Exempt

### **ABOUT MANNA**

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.

**SUMMARY:** The Accounting Clerk is responsible for maintaining financial records, running reports for management, and recording a wide range of financial transactions. Duties include, but not limited to, offering administrative and general record keeping assistance to Finance department, and confirming the accuracy of accounting database information.

**SUPERVISORY RESPONSIBILITIES:** None.

### **ESSENTIAL FUNCTIONS:**

- Record cash receipt transactions, including daily electronic contributions to MANNA.
- Respond to vendor inquiries regarding invoice payment schedule.
- Maintain accounts payable and cash receipt files, both physical and digital.
- Record accounts payable transactions.
- Assist with annual audits.
- Other duties as assigned.

### **REQUIRED SKILLS AND ABILITIES:**

- Ability to effectively present information and respond to questions.
- Proficient in Microsoft Excel, PowerPoint, Word, and Access.
- Excellent organizational skills.
- Strong analytical and verbal communication skills.

### **EDUCATION AND EXPERIENCE:**

- Bachelor's Degree in Accounting
- One year of accounting experience preferred.
- Experience with Fund E-Z or similar accounting software a plus.

MANNA does not offer remote work and requires employees and volunteers to show proof of COVID-19 vaccination.

**SALARY:** \$32,760 – \$35,000 (\$15.75 – 16.83 per hour)

**BENEFITS:** Health insurance, FSA, Pre-tax Commuter Spending Account, Life insurance, Disability insurance, 401(k) plan with match, PTO up to 12 days in year one plus 5 sick days, 10 paid holidays plus one 'floating' holiday per year, and 10 work from home days per year.

**TO APPLY:** Send resume and cover letter to: Emily Pagán, Senior Human Resources Generalist at [epagan@mannapa.org](mailto:epagan@mannapa.org)